

SCHOLARSHIP 11/7/22

Scholarship Committee Director Job Description

Purpose: To award scholarships to deserving female students who attend Clay High and who are in need of financial assistance to pursue a higher education. Selection is based on a student's financial need, academic standing, extracurricular activities and community service.

Responsibilities:

- Selects a team of five to seven Magnolia Point Women's Club (MPWC) volunteers. Optimally it would be advantageous to seek team members who have some connection with or devotion to education.
- Sets up meetings throughout the year (instructions and timelines are available) that meet the due dates required in the year long process.
- Reports monthly via email to the president on the status and progress of the process.
- Communicates with the Clay High Scholarship Counselor; at the appropriate time advises them of the winners and awards to be given.
- Provides the team with the resources needed for each to successfully assess the applications received. (Resources are available.)
- Reviews the online application form with the with the team. Once approved sends an MPWC Scholarship flyer to the Clay High counselor. Instructions on how to receive the application are with application instructions.
- Sends a digital copy of the application to the Clay High Counselor.
- Develops congratulatory letters, certificates and other required correspondence.
- In June invites the winners to our MPWC general meeting; provide yellow roses to winners and introduce the recipients.
- Works with the Communications Director to compose articles for publication in the *Magnolia News* when appropriate; invites a *Clay Today* reporter to the June meeting.

Skills required: Exposure to education in some form is ideal; computer skills (Word/WordPerfect, Adobe Pro, printing); compose correspondence and write articles as needed.
