

## Scholarship Committee (updated 01-04-24 mf)

### 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 to the President and the Board on the status and progress of the process.
- Communicates with the Clay High Scholarship Counselor and her associate; 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 team and, once approved, works with the MPWC webmaster to get the application on the website; sends a digital copy of the application to the Clay High Counselor and her associate.
- 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); composing correspondence and write articles as needed.

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