**MAXWELL GUNTER SPOUSES’ CLUB
SCHOLARSHIP CHAIR
JOB DESCRIPTION**Reports to 2nd Vice President

1. Read and be familiar with:
	1. MGSC Constitution and By-Laws
	2. MGSC Expectations for all Board Members
	3. Parliamentary Procedures: how to make a motion, how to vote
	4. Scholarship Guidelines and Eligibility requirements
2. Keep Notebook Current:
	1. Board Organizational Chart and Roster
	2. Annual Charitable Budget
	3. Scholarship Guidelines, eligibility requirements and timeline
	4. Monthly Board Reports and Scholarship Committee Reports
3. Board duties:
	1. CC 2nd Vice President on all correspondence.
	2. Send monthly board report and agenda items to the MGSC Secretary via email by established deadline
	3. Attend monthly General Board meetings.
	4. Chair monthly Scholarship Committee meetings. Committee members are Scholarship Chair, 2nd VP, Charitable Treasurer and Advisor. Ensure committee members do not have a child applying for a scholarship.
	5. Create and distribute announcement flyer base wide to MGSC website & Facebook page, Maxwell AFB School Liaison, AFRC, Youth Center, Education Center, and Thrift Shop.
	6. Contact all high school counselors within 30-mile radius of Maxwell AFB to announce scholarship and provide application.
	7. Select 3 judges from Maxwell AFB, meet with them to discuss expectations and timeline
	8. Notify all applicants that scholarship packet has been received and request any missing items prior to deadline
	9. Prepare binders for each judge that contain blind applications.
	10. Select and secure location for Scholarship Reception. Purchase any necessary decorations within budget.
	11. Prepare recommendations for Scholarship Committee based on judges scores.
	12. Notify all applicants of their status, winner or not, and invite winners to the reception.
	13. Prepare certificates for each recipient.
	14. Facilitate the awards process and ceremony. Provide certificate and verification letter that students can use.
	15. Write thank you notes for judges and present gifts to them at Scholarship reception or hand delivery.
4. Year End
	1. Submit end of the year report to President for the May Board Meeting.
	2. Give Charitable Treasurer list of all recipients with award amounts to be distributed.
	3. Ensure verification letters are received from each student’s school registrar. A college may use their own form if it is sent from the school registrar. All letters should be received by December.
	4. Send a copy of each verification form along with a distribution letter for each student to Charitable Treasurer.
	5. Review and update job description as necessary.
	6. Ensure notebook and information are current and provide continuity notes for future Scholarship Chair.