

Foundation Scholarship Committee Chair

Supervisor: Foundation Chair

Department: Foundation

Date Created or Revised: December 2024

Purpose

The purpose of the Foundation Scholarship Committee (Committee) is to provide advice and counsel to the Foundation Board of Trustees (BOT) regarding, and oversight of, applications and awards for Foundation scholarships and fellowships. The Foundation Scholarship Chair (Chair) will be the liaison between the BOT and the Committee. The Chair will lead the Committee in the execution of its duties.

Responsibilities

The Chair will lead the Committee and work with Foundation staff to:

- Oversee the Committee in evaluation and awarding of scholarships and fellowships.
- Develop and make recommendations with Foundation staff to the process of grading, evaluating and awarding scholarships and fellowships.
- Work with Foundation staff to select evaluators each year.
- Recommend the amount and allocation of the scholarships and fellowship to the BOT.
- Review scholarship/fellowship application process every fall.
- Review annual communication plan for scholarship and fellowship applications, awards and donor acknowledgement.
- Assist scholarship evaluators in the process of reviewing applications.
- Review evaluation process in the fall and winter for implementation in the spring.
- Set annual goals and objectives and evaluate Committee progress toward goal achievement.
- Develop plans of action and assign responsibilities and timelines for completion of work.
- Oversee formation and work of additional subcommittees as necessary to perform specific tasks.
- Train new Committee members.
- Provide leadership and direction to Committee and subcommittee members.
- Solicit input from Committee members on possible amendments to its charter at least annually. As appropriate, submit to the Governance Committee for review and submission to the BOT for approval.

Expectations

- Establish meeting agendas and lead Committee meetings. Meetings are expected to occur between four to six times a year.
- This expected time commitment that will be split between the Chair and Vice Chair is as follows:
 - March: 20-30 hours per month
 - April: 40 hours per month
 - May-February: four to six hours per month



- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteers.
- Complete basic Fidelity volunteer modules and other required training.
- Be a member in good standing by paying **annual international alumnae dues** or being a **Life Loyal** member.
- Annually sign a Confidentiality Statement and a Conflict-of-Interest Policy.

Preferred Competencies and Experiences

- Contributes individually to creating a positive team dynamic.
- Enthusiasm for helping members' educational pursuits.
- Attention to detail and commitment to accuracy.
- Ability to lead a virtual team.

