

# Foundation Scholarship Committee Member

**Supervisor:** Foundation Scholarship Committee 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.

## Responsibilities

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

- 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 towards 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.

## Expectations

- Attend Committee meetings. Meetings are expected to occur between four to six times a year.
- This role requires three hours per month, on average.
- 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

- Enthusiasm for helping other sisters' educational pursuits.
- Attention to detail and commitment to accuracy.

