

Scholarship Committee Charter

Section 1: Purpose

The Scholarship Committee ("Committee") shall be a committee of the Gamma Phi Beta Foundation ("Foundation"). Its purpose shall be to provide advice and counsel to the Foundation Board of Trustees (BOT) regarding, and oversight of, applications and awards for Foundation scholarships and fellowships.

Section 2: Relationship to the BOT

The Foundation Scholarship Committee chair shall serve as a liaison between the BOT and the Committee. The Scholarship Committee may not act on behalf of the Foundation and instead provides recommendations and advice to the BOT pursuant to this charter or as requested by the BOT.

Section 3: Scholarship Committee Composition

The Scholarship Committee shall be composed of at least four (4), and no more than 10 members, including the chair, at least one (1) of whom shall be BOT members. The Foundation chair and Grants Committee chair shall serve as ex officio, non-voting member of the Committee.

If needed and appropriate, and approved by the BOT, the chief executive officer (CEO) may assign one member of the staff to the Committee and/or any of its subcommittees as an ex officio, non-voting member to serve as a liaison among the Committee and subcommittee members and Foundation staff.

Section 4: Appointments and Terms of Office

Committee chair: The Committee chair shall be elected by the BOT for a two (2) year term. The chair may serve no more than two (2) terms or four (4) consecutive years. The chair serves as a voting member of the Committee and all subcommittees.

Scholarship Committee members: The Committee chair shall be responsible for appointing, and likewise removing, all Scholarship Committee and subcommittee members. The members shall be approved by the BOT and shall be appointed for a term of three (3) years; provided, however, the Trustees appointed to the Committee shall be appointed for a term of one (1) year, which term may be renewed on an annual basis up to a maximum of six consecutive (6) years. In certain circumstances the BOT can waive the six consecutive (6) year term limit. Committee members who have met the maximum consecutive term can be reappointed after a three-year break.

Terms commence August 1 and end July 31.

Section 5: Expectations

Good standing: Gamma Phi Beta members who serve on the Committee and subcommittees shall be in good standing with Gamma Phi Beta Sorority.

Confidentiality Statement and Conflict of Interest Policy: The Committee chair and its Committee and subcommittee members shall be required to sign a Confidentiality Statement and a Conflict-of-Interest Policy annually.

Section 6: Job Descriptions

Scholarship Chair

The Scholarship Chair shall work with the Foundation Chair and Foundation staff to:

- Lead the Scholarship Committee in its responsibilities pursuant to this Charter.
- Develop an annual calendar of Scholarship work for the Committee and the Foundation.
- Work with the Foundation's staff to maintain all Scholarship files and processes for the Foundation.
- Schedule and chair all Scholarship meetings.
- Establish the agenda for each Committee and subcommittee meeting.
- Train new Committee members.
- Solicit input from Scholarship Committee members on amendments to the Scholarship Charter at least annually. As appropriate, submit any proposed amendment(s) to the Board for approval.
- Provide leadership and direction to the Committee and any subcommittee in setting priorities, making assignments, establishing timelines, reviewing data, and distributing information.
- Report periodically to the Board on activities of the Committee and its subcommittees, with written reports provided in accordance with the meeting homework schedule.

Vice Chair

The chair, with the approval of the Governance Committee, may appoint a vice chair of the Committee. In the absence of the chair, the vice chair shall perform all duties of the chair. In addition, the chair may delegate to the vice chair any of the chair duties set forth in Section 6 (a) of this charter.

Scholarship Committee

The Committee shall work with the Scholarship chair, Foundation chair and the Foundation staff to:

- Develop and make recommendations with Foundation staff to the process of grading, evaluating and awarding scholarships and fellowships.
- Determine with Foundation staff on selecting evaluators each year.
- Recommend the amount and allocation of the scholarships and fellowships to the BOT.
- Review scholarship/fellowship application process every fall.
- Review annual communication plan for scholarship and fellowship applications, awards and donor acknowledgement.
- Recruit and train volunteers to evaluate scholarship and fellowship applications.
- Set annual goals and objectives of the Committee.
- Perform other functions within the scope of the foregoing, which the Committee deems appropriate to undertake from time to time.
- Evaluate Committee progress toward achieving its goals.
- Set new goals based on the areas of focus in the Foundation strategic plan.
- Develop plans of action and assign responsibilities and timelines for completion of work.
- Develop recommendations for the BOT to consider.
- Review this charter annually and recommend appropriate changes to the BOT. The BOT may, by BOT resolution, authorize it or any of its subcommittees to act on behalf of the BOT.

Staff Liaison

The Scholarship Committee will be assigned a staff liaison. The staff liaison role is to support the Scholarship Committee in preparing, supporting and executing items outlined in the charter.

Section 7: Committee Meetings

The Committee shall meet at minimum four (4) times a year, and as often as it deems necessary to perform its responsibilities. A majority of the voting members of the Committee shall constitute a quorum. The Committee's actions shall be determined by a majority vote of its members present at a meeting with a quorum. When the Committee does not meet in person, its business shall be conducted via email, conference calls or other communication means.

Meeting Arrangements

The Scholarship chair shall coordinate in-person meeting arrangements with the Foundation CEO and staff liaison.

The Committee shall deliver a report to the BOT upon request, detailing all actions taken and recommendations made during the meeting for the BOT's review and consideration. The Committee shall also keep written notes of its meetings.

Expense Reimbursement and Tax-Deductible Donation

Travel and other expenses on behalf of the Foundation shall be undertaken in accordance with the Foundation's administrative policy. The chair and Committee members are encouraged to cover as many of their meetings and other expenses as possible.

The Committee members may designate the Foundation as the recipient of any approved reimbursable and/or non-reimbursable expenses and receive credit for a tax-deductible donation. This gift shall be considered an unrestricted gift and credited toward her annual unrestricted recognition giving levels.

Section 8: Scholarship Committee Subcommittees

The Scholarship Committee may form additional subcommittees to perform specific tasks.

Amendments to the Scholarship Committee Charter

Any subcommittees shall follow the Committee meeting guidance in Section 7. Section 9. Amendments to the Scholarship Committee charter. Absent conflicts with the Foundation Articles of Incorporation and Bylaws, the Scholarship Committee charter may be adopted, amended or repealed by a two-thirds (2/3) vote of the BOT.