



Brockville Women's Network
"Women Supporting Women"
P.O. Box 294, Brockville, ON K6V 5V5

The Role of Scholarship Chair

Term: Two Years

The Scholarship Committee Chair will be responsible for upholding the original intent, goals and activities of the Brockville Women's Network Cunningham/Lor Scholarship and Education Awards Trust Fund. A Selection Committee will be compiled and will have a minimum of 3 members, including the Past President. These positions should be appointed for a *two-year term*, with the Past President and one other retiring each year in order to maintain continuity. Decisions regarding the recipients of the awards need to be made by the Selection Committee who accepts and reviews the applications, interviews the candidates, and decides on the amount of the award.

Specific Duties

- Make a serious commitment to attend Executive Meetings and General Membership Meetings to ensure an active, positive presence for BWN.
- Stay informed about committee matters, prepare well for meetings, and provide reports.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Get to know other committee members and build a co-operative working relationship with them.
- At General Meetings, meet and greet the Guest Speaker and other guests, and make every effort to network with our membership.
- Actively participate in and support the yearly Christmas Auction (or similar Scholarship fundraiser), and encourage such support from our membership to ensure the fundraiser's success. Also support personally, as well as encourage the membership as a whole to support, the community project(s) as selected by the Executive for that year.
- Be accountable to the Executive to ensure compliance with the "Criteria for Education Awards Trust Fund" and "Selection Committee Criteria" listed in the Annual Membership and Business Directory. Changes to these criteria must be voted on by the membership.
- In partnership with the Treasurer, provide a charitable donation receipt to anyone who donates to the Cunningham/Lor Scholarship Fund.
- In partnership with the Communications Chair and/or the Selection Committee, develop a plan to advertise the Scholarship Fund year-round to create enthusiasm and increase applications.
- In partnership with the Communications Chair and the Programme Chair, work to ensure that sufficient exposure is given to Scholarship fundraising events, such as the yearly Christmas Auction, to promote full participation from members and guests.
- In partnership with the Communications Chair, seek media coverage for the disbursement of awards including obtaining a photographer to provide photos and write-ups to the local newspapers. Ensure that the recipient(s) gives consent for media release.
- Contact local Colleges, Universities and other Ministry of Education and Training recognized facilities to inform them of the BWN Scholarship Fund and seek their support for new applications.
- Personally attend any Commencement Events to distribute BWN Scholarship Funds to the recipients.
- Personally invite the recipient(s) and a guest to the AGM and ensure that the Membership Chair and President are aware of their acceptance of the invitation.
- In partnership with the Executive, and specifically the Treasurer, manage the Scholarship Fund with due diligence in order to ensure a legacy for years to come.
- The Scholarship Committee should consist of a minimum of 3 members, including the Past President. These should be appointed for a two-year term, with the Past President and one other retiring each year in order to maintain continuity.