

IYANW

Scholarship Chair

Job Description

Attend scheduled meetings.

Coordinate & Facilitate Fund Raising Efforts.

Administer Scholarship Funds (in coordination with Treasurer and Board).

Review Applications and Recommendations.

Research other scholarships.

Maintain current application and recommendation forms:

 Keep all applications for a minimum of two years

 Keep applications that receive awards for legally required time (three years)

Publicize fund.

Coordinate requests to members / teachers to recruit for committee.

Other duties as assigned by the President or agreed upon by the board.

Prepare and present reports to IYANW Board, including regular committee reports.

Last updated October 2006