

UMWC Scholarship Awards Chair Job Description

- Chairs the UMWC Scholarship Awards Committee (SAC) and establishes a scholarship committee; establishes the number of members to serve on the UMWC Scholarship Awards Committee; establishes a committee schedule.
 - Selects UMWC scholarship recipients, in accordance with UMWC by-laws together with the SAC members.
 - Appoints two (2) SAC assistants.
 - Appoints a data administrator for SAC.
 - Attends all Board meetings and reports on the Scholarship Awards Committee activities.
 - Invites a delegate from the SAC to attend the Board meetings.
 - Works with the University of Minnesota Foundation and the UMWC Treasurer/Finance Committee to determine the funds available for scholarships to be awarded during each year.
 - Receives from the University of Minnesota Foundation, the monetary amounts available for scholarships in each Endowed Fund.
 - Works with the University of Minnesota Office of Student Finance (OSF) to:
 - Agree on procedures for the selection of scholarship recipients and specific dates/deadlines related to student applications (*opening/closing of applications, return of applicant selection by committee to OSF by specific date*)
 - Arrange the delivery via email of the student applications to the Scholarship Awards Chair
 - SAC Chair sends the student applications to the SAC members via email.
 - Determine the criteria for selection of students to receive scholarships in collaboration with the UMWC Board of Directors
 - Has the SAC assistants notify the scholarship applicants that the Scholarship Awards Committee has received their application
 - Has the SAC assistants notify scholarship recipients of their UMWC Scholarship award (*after the OSF has determined applicant's eligibility*)
 - Determines the method(s) of publicizing scholarship recipients
 - Determines the designated scholarship that each student recipient will receive; works in collaboration with the Vice President for Scholarship Fundraising related to the One-year Named Scholarships
 - Submits a report to the UMWC Board showing the students' assigned scholarship award
 - Has the SAC assistants invite scholarship recipients to the Fall Welcome Luncheon to honor and recognize them
 - Submits an annual report to the Board
 - Serves a one-year term that is renewable at the discretion of the Board of Directors
- Note:** Out of pocket expenses related to the job may be reimbursed. Send the request for reimbursement along with receipts to the treasurer.

Marilyn Olson
Scholarship Awards Committee (SAC) Chair
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