

SCHOLARSHIP CHAIR DESCRIPTION

Title: Scholarship Committee Chair

Term: Two Years - Elected at the Board of Governors on the even years to begin January 1 of the odd year through the January Executive Board meeting at conclusion of term

Reports to: RMDS Executive Board

Salary: None

Works With: RMDS Executive Board, scholarship committee, scholarship recipients, and *RMDS Magazine* editor

Objective: Administration of the RMDS Scholarship Program

The Scholarship Chair will oversee all scholarship activities; regularly report to the RMDS Executive Board; review the Scholarship Program each year; propose any suggested changes to the RMDS Executive Board at the BOG meeting; forward content to *RMDS Magazine*.

Duties include:

- Assemble committee to review applications at the close of the application window (November 30).
- Lead review committee meeting.
- Make scholarship recommendations to Executive Board from the review committee during the January Executive Board meeting.
- Inform applicants as to the status of their application after the Executive Board meeting.
- Inform scholarship recipients of the duties tied to their awards.
- Report scholarship awards announcement to the *E-Centaur*.
- Request first round of award checks from Secretary to scholarship recipients.
- Oversee scholarship recipients throughout the year as needed.
- Once each scholarship recipient has completed all requirements, request second award check from Secretary.
- Forward each article with photos to *RMDS Magazine* editor as content becomes available.
- Remind any scholarship recipients who haven't completed their duties at the beginning of September that the deadline is September 30.
- Request 'blast' from RMDS Office at the beginning of October to inform membership that scholarship application window is open.
- Assemble applications as they come in. Notify applicants that their applications have been received, and whether or not their applications are complete.
- Prepare reports for and attend Executive Board meetings. Attend Board of Governor's meeting.
- Answer questions from membership throughout the year. Maintain communication with RMDS office.

All details of scholarship program may be found at: <https://www.rmids.org/scholarship>.