

Scholarship Committee

A. General Responsibilities:

The Scholarship Committee administers the application and granting process for scholarships offered by WMCA.

B. Organization and Tasks:

1. The President of WMCA will appoint a Committee Chair, a member of the Executive Committee to act as a liaison, and as many members as necessary to accomplish the tasks of the committee will be a part of the committee.
2. The committee will begin its work early in the year following the Annual Conference, coordinating and discussing its goals and objectives for the year.
3. **WMCA Conference Scholarships:** The committee will coordinate the number of available scholarships with the WMCA Executive Committee Liaison per the current year budget. The Chair will verify eligibility, completeness of submitted applications and will follow up with applicants if necessary. If funding is limited, and as long as applicants meet all the requirements, scholarships will be awarded on a first-come/first-served basis. The Chair will then make recommendations to the Executive Committee in time for its January meeting. The Chair will notify the scholarship recipients upon receipt of application and present a list of scholarship recipients to the Executive Committee for ratification.
4. **WMCA Professional Development Scholarships:** The committee will coordinate the number of available scholarships with the WMCA Executive Committee Liaison per the current year budget. The Chair will verify eligibility, completeness of submitted applications and will follow up with applicants if necessary. If funding is limited, and as long as applicants meet all the requirements, scholarships will be awarded on a first-come/first-served basis. The Chair will then make recommendations to the Executive Committee in time for the March meeting. The Chair will notify the scholarship recipients upon receipt of application and present a list of scholarship recipients to the Executive Committee for ratification.
5. **WMCA Margery Price Scholarship Program:** The committee will coordinate the number of available scholarships with the WMCA Executive Committee Liaison per the current year budget. The scholarships are intended to help pay relevant program costs for members working towards achieving or maintaining their MMC status through continuing education. Margery Price Scholarships are available for Spring Academy, Fall Academy, Athenian Dialog, Professional Development IV and IIMC's Annual Conference. The Chair will verify eligibility, completeness of submitted applications and will follow up with applicants if necessary. If funding is limited, and as long as applicants meet all the requirements, scholarships will be awarded on a first-come/first-served basis. The Chair will notify the scholarship recipients upon receipt of application and present a list of scholarship recipients to the Executive Committee for ratification.
6. Members will contribute by assisting the committee chair with member outreach, i.e. creating emails, flyers, save-the-date mailings, and/or news blasts. Designing and submitting information for the WMCA monthly newsletter and any mailings sent out to notify members of scholarship opportunities. Help coordinate tracking of attendance of scholarship recipients at the events they were awarded a scholarship for and assist in evaluating applicant eligibility as needed or as assigned by the committee chair.

7. The committee recognizes scholarship recipients as part of its report to the general membership at the Annual Conference.
8. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
9. The Committee Chair shall prepare certificates for all committee members which show the member's name, the committee and the year (i.e. 2015-2016) for distribution to the committee members at the Annual Conference.
10. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.

C. Responsibilities of the Chair:

1. Coordinate the receipt of scholarship applications and verify all scholarship criteria is met in accordance with the scholarship guidelines.
2. Chair must verify dues are paid before awarding the scholarship.
3. Prepare information for the Executive Committee Monthly Reports. Information for the February and April edition may include the announcement of scholarship recipients. Information for the October, November, December and January editions should announce the availability of application forms for the various scholarships available for the next year, including professional development sessions, conference, and academy sessions. The January edition would also include the announcement of the availability of the application form for the IIMC's Annual Conference.
4. Prepare and deliver reports to the Executive Committee and the membership. The WMCA President will outline the report(s) the Chair will give during the Annual Conference.