

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 WMCA members as necessary to accomplish the tasks 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 communicate with the scholarship recipients upon receipt of application as well as on whether or not they have been awarded a scholarship.
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 communicate with the scholarship recipients upon receipt of application as well as on whether or not they have been awarded a scholarship.
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 communicate with the scholarship recipients upon receipt of application as well as on whether or not they have been awarded a scholarship.
6. Members will contribute by assisting the committee chair with member outreach, i.e. creating emails, flyers, and/or news blasts. Designing and submitting information for the WMCA monthly newsletter. Help coordinate tracking and monitoring 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 via email following 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 membership is current and active before awarding the scholarship.
3. Prepare newsletter articles for the February and April editions that may include the announcement of scholarship recipients. Articles 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 quarterly reports to the Executive Committee and the membership. The WMCA President will outline the report(s) the Chair will give during the Annual Conference.
5. Maintain the master scholarship log which includes scholarships awarded by person, entity, year awarded, etc. including a column for tracking attendance at the event (fully attended or non-attendance, etc.).
6. Verify required participation of scholarship recipients on the fundraising committee.