

**LEA COUNTY WOMEN'S NETWORK  
BASIC RESPONSIBILITIES  
Scholarship Director**

The term of office is from January 1 through December 31 in year following election of office in October.

- Shall always have a current scholarship application
- Shall be responsible for collecting applications from candidates for the LCWN scholarship money for USW and NMJC.
- Shall provide applications to the Financial Office at USW and NMJC.
  1. She shall make sure an up-to-date scholarship application is on the website
- Shall research current transcripts for each candidate
  1. Determine if they meet the GPA eligibility requirement
  2. See if they are full time students
- She shall appoint committee members to discuss scholarship candidates
  1. As chair, she may choose a committee of volunteers
  2. May form a committee of the active Board
  3. May choose the time and place of the meeting
- She shall provide copies of applicants' paperwork to all the Committee.
  1. allow discussion on each candidate
  2. agree on a recommendation to present to the Board
  3. One for USW and one for NMJC
- If the Board is not the Committee, she shall provide copies of all candidates at the next Board Meeting.
  1. She shall present the committee's recommendations at that time to the Board
  2. She shall make recommendations for additional scholarships provided monies are available.
- She will notify USW and NMJC financial offices of the Board's decision.
- She will inform the Treasurer of when the payment is needed
  1. The amount .... Which college
  2. Scholarship recipient' name
- She will send a letter of acceptance to each candidate.
  1. stating amount of scholarship
  2. an invitation to join our Membership
  3. date of award presentation to receive Award Certificate
    - a. signed by the President
    - b. Provided by the Scholarship Chair
  4. shall send thank-you note for applying and sorry we are unable to award scholarship at this time.
- Will attend the monthly Board Meeting regularly
  - Will send proxy when she can't attend
  - Will notify the President when she can't attend
- The Scholarship Director shall appoint a person or persons to help her fulfill the duties of this office