



Alpha Omicron Pi Foundation Scholarship Committee Job Descriptions

Purpose

The purpose of the Scholarship Committee is to advise the Board of Directors of the AOII Foundation on the awarding of scholarships and to support the advancement of the AOII Foundation Scholarship Program.

Composition

The Committee shall be composed of at least 2 Team Leaders. The Team Leaders will work in conjunction with at least 1 Evaluator. All candidates shall be selected and appointed by the Board of Directors. All Committee members (both Team Leaders and Evaluators) must be alumnae members in good standing with the Fraternity.

Term of Office

All members of the Scholarship Committee shall serve until the next International Convention in an unpaid volunteer term. If a member is unable to complete their responsibilities listed above, their continued participation may be evaluated.

Meetings

The Team Leaders will meet at least once annually and may conduct additional meetings as necessary. Meetings may be conducted in person or by conference call. Both Team Leaders and Evaluators are expected to participate in conference call trainings as needed, which are usually held in January, February and/or March.

Specific Duties

Duties and responsibilities of the Team Leaders include:

- Review all scholarship applications received by AOII Foundation
- Issue written reports to the Board of Directors as required, recommending qualified candidates to receive scholarships

- Support any promotion of scholarship information
- Communicate with assigned team of Evaluators (answering questions, reminding of deadlines, and other duties as assigned)
- Support any cultivation and/or stewardship efforts on behalf of the AOII Foundation Scholarship program as needed
- Expect 10-12 hours/week of reading between the scholarship deadline and decision deadline; totaling 30-40 hours during early-March to mid-April, other times of year will be on average 1-2 hours per month.
- Present a professional image that represents the Foundation positively with confidence and enthusiasm. This includes social media as well.
- Possess knowledge about the Foundation and its programs and be willing to become more educated about the Foundation.
- Contribute financially to the Foundation's Loyalty Fund on at least an annual basis, with a minimum of \$60/fiscal year. This contribution is required of all members of Foundation committees and helps maintain the programming and operational expenses required to maintain the Scholarship program and other programs.
- Assume such other functions as deemed necessary by the Board of Directors

Duties and responsibilities of the Scholarship Evaluators include:

- Review all scholarship applications received by AOII Foundation
- Issue written reports to the scholarship committee as required, recommending qualified candidates to receive scholarships
- Support any promotion of scholarship information
- Expect 10-12 hours/week of reading between the scholarship deadline and decision deadline (~3 weeks); totaling 30-40 hours during early-March to mid-April, other times of year will be less than 1 hour per month
- Present a professional image that represents the Foundation positively with confidence and enthusiasm. This includes social media as well.
- Possess knowledge about the Foundation and its programs and be willing to become more educated about the Foundation.
- Contribute financially to the Foundation's Loyalty Fund on at least an annual basis, with a minimum of \$60/fiscal year. This contribution is required of all members of Foundation committees and helps maintain the programming and operational expenses required to maintain the Scholarship program and other programs.