

## **SCHOLARSHIP COMMITTEE JOB DESCRIPTION**

### **Purpose**

The purpose of the Scholarship Committee is to solicit applications and make recommendations to the OAMR Executive Board for awarding the various OAMR scholarships for attendance at the professional development institute series, the OAMR mid-year academy, annual academy and conference and the annual IIMC conference. OAMR will award scholarships to Full Members prior to providing scholarship awards to Associate Members, and Associate Members must be currently employed by a legislative body.

### **Chair Responsibilities**

The Chair will be appointed by the OAMR President before the OAMR annual conference concludes. Following the annual conference, the Chair will forward the scholarship deadlines to the Internet Committee for inclusion on the OAMR events page and to the Newsletter Committee for inclusion in the "Calendar of Events" section of the fall newsletter. Setting the deadlines will also allow the Chair to update the scholarship applications to post to the OAMR website as soon as possible. It will be the Chair's responsibility to submit additional website updates (and messages to the membership via the listserv), call committee meetings (if needed), set agendas and preside over the meetings. The Chair will provide information and funding recommendations for the following year to the Budget Committee.

### **Tracking Sheet**

The Chair will maintain a master tracking sheet that lists scholarship recipients by scholarship type and year. The list will also serve as a mechanism to track scholarship recipient reports, waiting lists, etc.

### **Reporting to the Board**

The Chair will provide the Executive Board with a report for each Board meeting including committee activities and recommendations, information on scholarships awarded and any other relevant information. The Chair will provide the Executive Board with an annual summary report to ensure inclusion in the Annual Business Meeting packet. The Chair will review the Job Description annually and make revisions, as appropriate, for Board consideration.

### **Committee Responsibilities**

The committee will review and rate applications, recommend scholarship recipients for attendance at the professional development institutes, the mid-year academy and annual academy and conference, based on established criteria, to the Board. The committee will also provide a recommendation to the President for the Kathy Ishiara and Marge Price scholarships to the IIMC conference.

### **Professional Development Scholarship**

The committee will include, in the winter OAMR newsletter, selection criteria and application forms. Typically, the committee recommends scholarships in the amount of the current institute registration cost. The Chair of the Scholarship Committee will notify all applicants, as well as the institute director, of the names of the recipients and will provide the names of recipients to the Newsletter Committee for publication in the next available newsletter. Recipients will be asked to notify the OAMR Treasurer once they have sent in their registrations and the Treasurer will write one check for all of the recipients.

### **Mid-Year Academy Scholarship**

The committee will include, in the winter OAMR newsletter, selection criteria and application forms. The Chair of the Scholarship Committee will notify all applicants of the names of the recipients and will provide the names of recipients to the Newsletter Committee for publication in the next available newsletter. The Chair will provide the OAMR Treasurer with the list of scholarship recipients as notification that registration costs are covered by scholarship for those members.

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### **OAMR Conference Academy and Registration Scholarships**

The committee will distribute, through the spring newsletter, criteria and application forms. The Chair of the Scholarship Committee will notify all applicants of the names of the recipients and will provide names of recipients to the Newsletter Committee for publication in the next available newsletter. The Chair will also provide a courtesy reminder notice to the recipients of the President's Award of Distinction and the Recorder of the Year Award from the prior year that they receive complimentary registration to the annual conference in the current year. The Chair will provide the OAMR Treasurer with the list of scholarship recipients as notification that registration costs are covered by scholarship for those members.

### **Kathy Ishiara and Marge Price IIMC Scholarships**

The committee will distribute, through the summer newsletter, criteria and application forms. The President will create certificates for distribution to the recipients at the annual conference. The Chair will also direct the recipients to get in touch with the Treasurer to determine the best way to transfer the funds based on their employers' preferences.

### **Municipal Clerks Education Foundation-Sponsored Scholarships**

The Chair will direct members to additional information on Municipal Clerk Education Foundation-sponsored scholarships for Certified Municipal Clerk and Master Municipal Clerk institutes on the IIMC website and provide the listed deadline to the Internet Committee to post on the OAMR website.

### **Scholarship Recipient Reports**

Scholarship recipients are required to submit a report outlining what they have learned or what they will implement at their workplaces as a result of having attended the training provided by the scholarship within 30 days of training attendance. The Chair will provide the reports for the Board to read and for possible publication in the next newsletter. The Chair will also provide the reports to the Internet Committee Chair for posting on the website. If a recipient fails to submit a report, he or she is ineligible to apply for another scholarship for one calendar year, which will be noted on the scholarship tracking sheet.

### **Waiting Lists**

If the committee receives more applications than available funding, the Chair will maintain a waiting list. If a scholarship recipient needs to cancel training attendance, the next person on the waiting list will receive the scholarship funds. The scoring used for the scholarships will determine the ranking for the waiting list. In the event of a tie, the date of receipt of the application packet will help determine rank.

### **Transferring Files**

The outgoing Chair will provide the incoming Chair with electronic versions of all applications and criteria sheets, the master tracking sheet, the current version of the committee job description and any other relevant information such as email discussions from prior years.