



## **JOB DESCRIPTION**

### **OAMR SCHOLARSHIP COMMITTEE**

**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 seminar series, the OAMR annual conference and mid-year academy, and the annual IIMC conference.

#### **CHAIR RESPONSIBILITIES**

The Chair shall be appointed by the OAMR President before the annual OAMR conference concludes. It shall be the Chair's responsibility to submit website updates or information, call meetings, set agendas, preside over the committee meetings, forward committee recommendations, suggestions, and results to the OAMR Board for review, revision, and approval. The Chair shall provide information and funding recommendations for the following year to the Budget Committee. Following the annual conference, the Chair shall forward the scholarship deadlines to the Internet Committee for inclusion on the OAMR events page.

#### **COMMITTEE RESPONSIBILITIES**

It is the responsibility of the committee to review and rate applications, recommend scholarship recipients for attendance at the professional development seminars, the OAMR annual conference and mid-year academy, based on established criteria, and provide a recommendation to the President for the Kathy Ishiara and Marge Price scholarships to an IIMC conference.

**Professional Development and Mid-Year Academy Scholarships:** The committee shall include, in the winter OAMR newsletter, selection criteria and application forms. The Executive Board will determine how much money is available for scholarships and the number to award, and will inform the Chair. Typically, the committee awards scholarships in the amount of the current tuition or seminar cost.

Upon review of applications, based on established criteria, the committee shall make scholarship selections and advise the Executive Board, who shall then determine the awards. The Chair of the Scholarship Committee shall notify all applicants of the names of the recipients and will provide the names of recipients to the Newsletter Committee for publication.

**OAMR Conference Attendance Scholarship:** The committee shall distribute, through the spring newsletter, criteria and application forms. Upon review of applications, based on established criteria, the committee shall make scholarship selections and advise the Executive Board, who shall have final approval. The Chair of the Scholarship Committee shall notify all applicants of the names of the recipients and will provide names of recipients to the Newsletter Committee for publication.

**Kathy Ishiara and Marge Price IIMC Scholarships:** The committee shall distribute, through the summer newsletter, criteria and application forms. Upon review of the applications, based on established criteria, the committee shall make a recommendation to the President, who shall make the final decision, and announce the recipient at the annual OAMR conference. Upon notice of the two award recipients by the President, the Chair shall prepare and provide certificates to the President for announcement at the annual conference.

### **Current Committee Members**

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