

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 following the Annual Conference, coordinating and discussing its goals and objectives for the year as needed.
3. **WMCA General 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. **Northwest Clerks Institute/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 WMCA or IIMC Athenian Dialogues, Professional Development IV and IIMC's Advanced Academy or 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 updating processes and procedures as needed, member outreach (i.e. creating emails, flyers, news blasts, and/or articles for the WMCA monthly newsletter).
7. Members will help coordinate and execute tracking of attendance of scholarship recipients at the events they were awarded a scholarship for through session sign-in sheets. Assigned committee members shall collect sign-in sheets at the end of each conference session and forward to the committee chair. Verification of attendance shall be done via the sign-in sheets by the committee chair following the event.

8. Members will assist in evaluating applicant eligibility as needed or as assigned by the committee chair.
9. The committee recaps the scholarship program as part of its report to the general membership at the Annual Conference.
10. At the President's request, the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
11. The Committee Chair shall prepare certificates for all committee members who have been active participants on the committee. The certificates shall show the member's name, the committee and the year served (i.e. 2015-2016) and will be distributed to the committee members via email following the Annual Conference.
12. 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 which may include the announcement of scholarship recipients, the availability of application forms for the various scholarships available, including professional development sessions, conference, IIMC annual conference and academy sessions.
4. Prepare and deliver quarterly reports to the Executive Committee. 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. Provide name of scholarship recipients to the WMCA President and Fundraising Committee Chair, and verify required participation of scholarship recipients on the fundraising committee. Chair will note participation or non-participation on the master scholarship log.