

AAUW HEALDSBURG BRANCH
GRANTS & SCHOLARSHIPS DIRECTOR JOB DESCRIPTION
Reviewed 9/20/2018

All board members are expected to do the following:

Attend all board meetings. Support branch programs. Submit all ideas for discussion or resolutions to president at least 48 hours prior to meetings. Communicate with president regarding branch issues.

BOARD POSITION: Grants & Scholarships Director

- Before the summer retreat determine the categories of scholarships, to recommend to be funded this year. In consultation with Fundraising Coordinator, determine recommendation for HEF project or projects to be funded. Take recommendations to the summer retreat for Board approval.
- Propose funding level for other grant opportunities which occur during fiscal year. Respond to requests for funding.
- Develop format for requests from potential grantees.
- Develop evaluation tool for grantees.
- After the budget has been finalized and the total dollar amount for scholarships has been determined, (probably middle of September), propose how the scholarship monies will be allocated and report that to the Board for approval at the next scheduled board meeting. .
- Review with each sub-committee chair the process for their scholarship category, and check at regular intervals that the deadlines are being met.
- As appropriate, serve on scholarship subcommittees. Assist sub-committee chairs, as needed, to identify members to review applications, interview applicants, and select recipients.
- Work with the sub-committee chairs to get scholarship information into the *Grapevine* several times a year.
- Review the process for distributing the monies and make improvements as appropriate.
- Inform sub-committee chairs they must fill out a Check Request form (available on our website) with attached documentation before treasurer can issue a check.
- Whenever possible, have team track scholarship recipients for several years and report back to membership what the girls have accomplished.

Duties of Tech Trek Chair:

Confirm that the State Tech Trek Chair has up-to-date contact information for the current Healdsburg Tech Trek Chair

- Follow Tech Trek procedures issued annually by AAUW California and meet those timeline deadlines.
- Establish which members will review applications, conduct interviews, and make selections.
- Organize a get together in June so girls and parents can meet and ask questions.
- Inform GEMS team of new Tech Trek recipients

Duties of SRJC Scholarship Chair:

- Confirm that SRJC Scholarship Office has up-to-date scholarship criteria and current contact information for the Healdsburg SRJC Scholarships Chair.
- Work with SRJC Scholarship Programs Mgr (527-4740) on applications and interview scheduling.
- Establish which members will review applications, conduct interviews, and make selections.
- Request check from our treasurer and send or deliver it to the SRJC Scholarship Program Office.
- Attend the Circle of Honor held annually at SRJC in August.
- Get contact info for recipients.

Duties of High School Scholarship Chair

- Contact counselors at Healdsburg, Cloverdale and Windsor high schools to determine deadlines for publishing scholarship opportunities
- Update as necessary and forward scholarship criteria and other relevant information to high school counselors
- Establish committee to review applications, conduct interviews as appropriate and select scholarship recipients.
- Attend scholarship award ceremonies and present awards
- Request scholarship checks from Treasurer upon receipt of Verification of Enrollment

Duties of Other Scholarships Chairs

- Define as new scholarships are introduced.