

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

**Scholarship Committee Chair
POSITION DESCRIPTION**

SUMMARY:

The Scholarship Committee is committed to a learning environment that is conducive to offering continued educational opportunities for all of its membership.

DUTIES of the Committee members (include, but are not limited to)

- 1) Collaborate in reviewing the policies and procedures every three (3) years to ensure we are meeting current practice standards.
- 2) Review complete applications for scholarship requests.
- 3) Determine the criteria for recipient selection per award and/or the scholarship category.
- 4) Help to recruit members to this committee to provide mentoring opportunities, career growth and leadership/skill enhancements.

DUTIES of the Committee's Chairman (include, but are not limited to)

- 1) Distributes applications to committee members for review.
- 2) Compile and tally scores per applicant (as applicable).
- 3) Report recipient names to WAMSS Treasurer for appropriate reimbursement per the scholarship that is provided.
- 4) Provide a report to the WAMSS Board meeting as applicable.
- 5) Provide leadership support to its members and represent the committee during WAMSS board meetings.

CALENDAR OF EVENTS:

1st Quarter (January, February & March)

- Board Meeting
- Margaret Geering Applications Due by March 15th

2nd Quarter (April, May & June)

- Plaque for Margaret Geering Award Ordered by April 1st
- Board Meeting
- Annual Business Meeting

3rd Quarter (July, August & September)

- Board Leadership Retreat
- Board Meeting

4th Quarter (October, November & December)

- Board Meeting