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| \\c1-v-file.ch.rmc\users\e13091\Desktop\WAMSS JD\logo@2x.png*WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES* |

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| POSITION |
| **Scholarship Committee Chair****SUMMARY**The Scholarship Committee is committed to a learning environment that is conducive to offering continued educational opportunities for all of its membership.**DUTIES (INCLUDE, BUT ARE NOT LIMITED TO)*** Distributes applications to committee members for review. Committee Member duties include:
* Collaborate in reviewing the policies and procedures every three (3) years to ensure we are meeting current practice standards.
* Review complete applications for scholarship requests.
* Determine the criteria for recipient selection per award and/or the scholarship category
* Help to recruit members to this committee to provide mentoring opportunities, career growth and leadership/skill enhancements.
* Compile and tally scores per applicant (as applicable).
* Report recipient names to WAMSS Treasurer for appropriate reimbursement per the scholarship that is provided.
* Provide a report to the WAMSS Board meeting as applicable.
* 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
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