

# Scholarship Committee Charter

Revised February 14, 2012

## Purpose of the Committee

Bring to fruition core belief of CTAT to support post secondary students for outstanding CTE performance. Review and award scholarships for outstanding CTE students.

## Membership and Leadership

Chairperson(s) plus one member from each area recommended. No substitutions accepted for meeting attendance or judging.

## General Duties of Committee

1. Development of scholarship application
2. Review of scholarship application
3. Award scholarships
4. Prepare presentation for summer awards luncheon
5. Assist Fundraising Task Force

## Specific Duties of Committee

1. Discussion and review of scholarship application
2. Judge applications and award scholarships

## Application and Judging Procedures

1. Applications received by state office and held unopened until committee convenes
2. All properly completed applications shall be scored by each judge
3. Multiple applications from single districts shall be scored first to determine finalist(s)

## Roles of the Chairperson(s)

1. To guide the committee in setting goals and objectives, and setting a yearly calendar of meeting times and activities so that the committee will reach the goals and objectives
2. To set meeting agendas, run meetings, and help the committee follow through on action items
3. To represent the committee in discussions with the Board of Directors
4. To represent the committee to the membership
5. Prepare presentation of recognition for summer awards luncheon
6. Showing of presentation at awards luncheon, general session and other sessions

## Roles of the Staff Liaison

1. To manage the electronic records and web presence of the committee
2. To assist in scheduling specially called meetings in the event the committee must gather in person to conduct business prior to regularly scheduled meetings
3. To manage committee rosters appointed and approved by the president
4. Receive applications and hold unopened until committee convenes
5. Send letters to scholarship recipients
6. Organize travel and hotel
7. Assist committee in arranging judging meeting
8. Send chairperson(s) winning applications for awards ceremony

## Resources

The following are resources available to all committees and will be housed in the committee chair's binder, at CTAT Headquarters and online if applicable.

1. Current committee roster and sign in sheet
2. Committee Minutes archives
3. Board of Directors Minutes archives
4. Bylaws
5. Strategic Plan
6. Committee Binder for committee chair's use
7. Draft scholarship application prior to distribution
8. Submitted scholarship applications at judging

## Meetings

Committees hold two regularly scheduled meetings a year, one at the annual winter conference and one at the annual summer conference.

The Board of Directors requests that committee chairs submit a report to the Board with suggested actions or updates at least two weeks before the winter and summer Board of Directors meetings. Board action will be determined and discussion items placed on the agenda as necessary based on preliminary committee reports. Preliminary business may be performed on an online platform such as Go To Meeting or Google Groups.

In certain cases, it is necessary for committees to call special meetings to gather in the interim between regularly scheduled meetings.

A schedule of meetings should be determined by the committee chair with the assistance of the staff liaison allowing for the submission of a committee report two weeks prior to regularly scheduled meetings.

## Relationship to Other Committees

We embrace the activities of the Fundraising Task Force

## Signatures

By signing below, we the member, of the \_\_\_\_\_ Committee request that the Board of Directors endorse this Charter, and promise our best efforts in fulfilling its provisions.

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Chairperson

## Approval

The Board of Directors approves this Charter, and promises to support the Scholarship Committee to fulfill its mission and purpose.

\_\_\_\_\_ President



\_\_\_\_\_ Executive Director