

SCHOLARSHIPS

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval;
5. Shall maintain NCSC emails that are provided for this role;
6. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
7. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
8. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
9. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
10. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
11. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
12. Shall maintain NCSC e-mails that are provided for each Committee;
13. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
14. Shall not go into a binding contract for the North Country Spouses' Club;
15. Shall chair the annual scholarship committee meetings consisting of one board members, two general membership members, Fort Drum Thrift Shop Vice Chairman (to serve only as a Fort Drum Thrift Shop Liaison for as long as the Fort Drum Thrift Shop is giving a scholarship at the NCSC ceremony) and the NCSC President;
16. Shall lead the scholarship committee in securing other Scholarship Sponsors and/or Donors;
17. Shall review the current scholarship application and make any necessary changes/adjustments, prior to the application being released to the public;
18. Shall verify that the applications received meet all requirements and the applicants are eligible;
19. Shall ensure approved application packets are prepared and delivered to the judges in a timely manner;
20. Shall obtain judges that will consist of three people from the local community (non-NCSC members), one NCSC Board Member and one General Membership Member. All judges will remain anonymous and known only to the scholarship committee;
21. Shall ensure that the sponsored scholarships are awarded based in accordance with the donors/sponsors set requirements;
22. Shall work with the NCSC Publicity to obtain local media coverage and publicizing the Scholarship Program throughout the local community, the Fort Drum community, the NCSC Website and NCSC social media;
23. Shall send all recipients an approval letter and an invitation to the Scholarship Ceremony;
24. Shall send letters to all applicants not receiving a scholarship; Shall turn over a recipient list immediately to the Treasurer;
25. Shall collaborate with the Community Outreach Chair and Thrift Shop Vice Chairman to set date, secure the location , obtain the guest speaker and see to it that all preparations for the Scholarship/Grants ceremony are accomplished in a timely manner;
26. Shall be the Master of Ceremonies for the scholarship portion of the Scholarship/Grants ceremony;
27. Shall, along with the NCSC President, award recipients at the scholarship ceremony.