

## SCHOLARSHIPS:

1. Shall research and evaluate all scholarship applications received by the Governing Board;
2. Shall, along with the Parliamentarian, coordinate and execute the May luncheon;
3. Shall chair the annual scholarship committee meeting, consisting of President, Advisor, Treasurer, (the aforementioned members will not have a vote) and five (5) other General Membership members. The Honorary Presidents may participate as a non-voting member if they choose;
4. Shall award any sponsored scholarship according to the donors/sponsors set requirements;
5. Shall turn over a recipient list immediately to the Treasurer;
6. Shall coordinate and execute Scholarship Reception in May.

All committee chairpersons shall attend Governing Board meetings, General Membership Meetings, and NCSC functions. All committee chairpersons shall be a voting member of the Governing Board (in the event a position is co-chaired, they shall only have one vote). All committee chairpersons shall assume any duties deemed necessary by the President. All committee chairpersons shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting. All committee chairpersons, with the Presidents approval can appoint co-chair(s) to assist with duties as needed. The committee chair holder will have only one vote at board meetings. All committee chairs shall maintain and update Board Notebooks to include:

1. Shall have a complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP;
2. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
3. Notebooks and all job related material are to be given to successors at the joint Governing Board meeting in May;
4. Shall maintain NCSC e-mails that are provided for each Committee;
5. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
6. Shall not go into a binding contract for the North Country Spouses' Club.