

AWR - Director of Awards, Scholarships & Recruitment**Category: Membership**

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Membership

Eligibility:

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- Member in good standing
 - Willing to give the time, energy, talents and enthusiasm required of the position
 - Good organizational skills and favorable emotional intelligence capabilities

General Responsibilities:

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- Serve as voting member of Board of Directors
 - Attend monthly board meetings, chapter events and committee meetings
 - Report on the strategies, successes and challenges of assigned committees to Board of Directors
 - Act as coach, advisor and counselor to assigned committees
 - Support and defend policies and programs adopted by the Board of Directors
 - Submit agenda items for Board of Directors meetings in advance of meetings
 - Responsible for the following budget line items:
 1. **AWARDS**
 2. **SCHOLARSHIP/GRANT**
 - Identify, recruit and train Committee Chair for assigned committees
 - Ensure the fiscal responsibility of the committee(s) to which position is assigned.
 - Conduct transition meeting with successor
 - Perform other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities:***Awards**

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- Manage & facilitate chapter program in appreciation for and recognition of the outstanding achievements of individual chapter members
 - Ensure promotion of awards nomination and voting to chapter members
 - Review all nominations and make recommendation on award recipient(s)

Scholarships/Grants

- Manage & facilitate chapter program to provide scholarships/grants for chapter members
- Ensure promotion of scholarship program to chapter members
- Review all applications and make recommendation on scholarship and grant recipient(s)

Recruitment

- Establish membership goal for the year, based on the strategic plan
- Develop and maintain an active and ongoing campaign to attain membership goal
- Welcome and orient new members
- Work closely with MPI to assist prospective members with getting their new member application processed on a timely and accurate basis

Time Commitment:

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- Regular attendance at monthly meetings and Board meetings
 - Attendance at two Board retreats (2 days each)
 - Attendance at all official chapter activities and functions
 - Potential attendance at Chapter Business Summit, as directed by President
 - Committee activities (8 hr/mo)