

Awards & Scholarships Chair

Review of role, responsibilities and leadership attributes:

- Oversee the campaign, strategy, nominations and execution of the Annual Chapter awards program;
- Oversee the quarterly recognition awards; monitor the advertising, selection and fulfillment of various scholarships.
- Mentor to and liaison to Annual Chapter Awards Committee, Quarterly Recognition & Awards Committee and Scholarship Committee
- Monitoring overall goal of making sure members feel engaged and valued in their contributions within MPIWSC

Reports to: Director of Member Engagement

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

Time Commitment: 5 hours/month

Specific Responsibilities:

- Annual Chapter Awards Committee – help with annual awards; assist with awards document creation and revision; develop and execute an annual campaign/competition for annual awards; develop and execute marketing plan for the months prior to the awards, review all nominations and make recommendations on award recipients, score nominations, assist with awards logistics, help onsite at awards.
- Quarterly Recognition & Awards Committee – help with all quarterly awards (volunteer recognitions and shining star awards); scrub and compile list of active volunteers each quarterly, create volunteer recognition PowerPoint slides for each educational program; organize the gift cards and thank you cards for the volunteer recognition; present volunteer recognition awards at educational programs; hand out gift cards and thank you cards; track the gift card process.
- Scholarship Committee –manage the scholarship applications for conferences and CMP/CMM designations; develop a list of benefits for long term members to earn partial scholarships; manage the long-term member engagement and partial scholarship process; working with the Finance committee on MPIWSC membership and volunteer recognition related sponsorships.