

Section 9. Chair of the Scholarship Committee

General Responsibilities:

He or she shall:

- ◆ Develop/maintain the Kathy Ohly Scholarship fund.
- ◆ Act as a liaison between NDAPA and the Kathy Ohly family.
- ◆ Working with the PA program, distribute information and applications to North Dakota students regarding the Kathy Ohly Scholarship.
- ◆ Ensure that eligibility requirements are met for students applying for the scholarship.
- ◆ Promote membership in NDAPA to students at the PA program.
- ◆ Submit completed applications to the Board of Directors at the spring conference meeting, to be reviewed and voted on by the Board.
- ◆ Announce the winners of the Kathy Ohly Scholarship at the annual Spring Conference to the general membership.
- ◆ Serve as a contact for organizations and members interested in donating to the Kathy Ohly Scholarship fund.
- ◆ Develop and implement fund raising activities for the Kathy Ohly Scholarship fund.
- ◆ Submit a written report at least two weeks prior to each Board of Directors meeting.
- ◆ Provide leadership to the committee.
- ◆ Make policy recommendations to the Board of Directors when appropriate.
- ◆ Submit at least one article regarding the Kathy Ohly Scholarship and/or information regarding recipients for the NDAPA newsletter, *The Review*.

Committee Responsibilities:

He or she shall:

- ◆ After reviewing the charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- ◆ Report back to the committee the decisions of the board that may affect the committee's work or activities.
- ◆ Provide leadership to the committee.
- ◆ Provide oversight of committee functions.
- ◆ Appoint committee members.

- ◆ Solicit new volunteers to serve on the committee.

Attendance Responsibilities:

He or she shall:

- ◆ Attend and facilitate all committee meetings.
- ◆ Miss no more than one Board of Directors meeting.
- ◆ Attend Leadership Retreat/Strategic Planning Session.

This position will require approximately 1-3 hours a month. Skills/experience needed to successfully serve in this position includes the following:

- ◆ *Interest in scholarship development*
- ◆ *Prior committee experience (recommended)*
- ◆ *Interest in PA students*
- ◆ *Communication Skills*
- ◆ *Interest in fund raising*
- ◆ *Leadership Skills*
- ◆ *Comfortable soliciting contributions*
- ◆ *Administrative Skills*