

SCHOLARSHIP COMMITTEE JOB DESCRIPTION



NAME OF THE COMMITTEE: Scholarship Committee

PURPOSE: Oversee the distribution of the James Matera Scholarship (open to MWWA members and children) and the Patrick S. O'Neal Engineering Scholarship Award (open to students majoring in Civil/Environmental Engineering), and the Raymond A. Jack Operator Scholarship (open to operators or prospective operators) to further the education of qualified applicants by providing financial assistance.

ORGANIZATIONAL STRUCTURE:

- Chair
- Vice Chair
- Members

MEETING SCHEDULE:

Up to two meetings per scholarship award period - O'Neale Scholarship in June and Matera Scholarship in September.

GENERAL TIME COMMITMENT:

12 hours Annually (Note: actual time depends on volume of applications to review in a cycle)

COMMITTEE TASKS/DELIVERABLES DURING A YEAR:

- Review/assess applicants for conformity with scholarship eligibility requirements
- Participate in Committee meeting to discuss award amounts for recommendation to the Board of Directors
- Scholarship promotion

COMMITTEE MEMBER RESPONSIBILITIES:

- Meet with other Committee members to determine qualified applicants
- Evaluate application against established guidelines and provide rankings based on several requisite attributes

CHAIR(S) RESPONSIBILITIES:

- Coordinate with Members and executive director to establish a process for evaluations and ranking of applicants
- Review rankings and award recommendations and provide memo with recommendations for Board approval
- Attend Annual Meeting to award scholarships
- Attend Board/Committee Chair Meetings
- Prepare Committee Annual Report

MINIMUM EXPECTATIONS FOR PARTICIPATION:

- Provide rankings and participate in meetings to determine scholarship recipients
- Encouraged to attend Membership Meetings
- Encouraged to attend Annual Planning Session