

San Antonio Conservation Society

Job Description

SCHOLARSHIP/EDUCATIONAL GRANTS COMMITTEE

The Scholarship Committee oversees ongoing educational scholarships and makes recommendations to the Board of Directors on new scholarships and requests. The Scholarship Committee reviews scholarship and educational grant requests on an annual basis and recommends scholarships and educational grants for approval and/or denial to the Board of Directors. SACS annually funds educational projects consistent with our purpose.

DUTIES OF THE CHAIRMAN

1. Appoint members to committee and present to President for approval. Assign committee duties to members.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate all activities.
4. Include two Active Members (not on Board of Directors) on the committee.
5. Familiarize committee members with the current scholarships awarded by the Conservation Society.
6. Review and update the scholarship applications when necessary. Review Web page describing scholarships for any changes.
7. Prepare an Education Grants Committee Schedule for the annual round of education grants.
The schedule may include:
 - a. an informational committee meeting held in August or September
 - b. a committee meeting to review applications after the grants deadline (currently the last Friday in September)
 - c. a committee meeting to confirm recommendations to the board of directors at its called board meeting (first Wednesday in November).
8. Review education grant application form and coordinate with Staff Liaison for publication society in newsletters and local media. Review received applications with Staff Liaison for incomplete information or noncompliance with stated requirements.
9. Coordinate with staff support on lists, motions and Power Point presentation for the called meeting of the Board of Directors.
10. Attend scholarship events at regional education institutions as appropriate.
11. File a final report of the committee's activities before the June general membership meeting.