

DIRECTOR OF SCHOLARSHIP

The responsibilities of the Scholarship Director shall be as follows:

- Develops a schedule for the solicitation of candidates for Chapter scholarships
- Prepares correspondence and possibly visits to local colleges and universities and notices for the newsletter or other medium soliciting applications for the scholarship awards. The notices include a description of the qualifications for each award and the deadline for submitting applications and any other supporting documents needed to apply
- Presents candidates to the Scholarship Committee for their consideration and selection. The applications are compiled as a packet and sent to the Scholarship Committee. Committee Members are asked to rate each applicant based on the established criteria
- Notifies the award recipients and notifies unsuccessful candidates of the results of the scholarship awards
- Requests the scholarship checks from International for each recipient to be presented at the Annual Scholarship & Awards Ceremony
- Obtains information (i.e., biography, headshot, video, etc.) from each recipient for the Ceremony and introduces the recipients at the Ceremony
- Prepares a write-up of the recipients for the Chapter for submission to WTS International as the Chapter's nominees for the WTS International scholarship awards
- Invite scholarship recipients to a lunch program to introduce them to the organization and members