**Job Description:**

**San Antonio (SA) Scholarship Chairperson**

**American Association of University Women**

**(AAUW)**

**Summary: The Scholarship Chairperson manages the textbook and graduate scholarship program.**

**Responsibilities: The responsibilities of the Affiliate Scholarship Chairperson include:**

* **Recruiting committee members**
* **Identifying and updating college/university contact information for scholarships.**
* **Distributing scholarship information to the identified contacts.**
* **Distributing scholarship applications to the respective committee members for their scoring.**
* **Convening the respective scholarship committees to deliberate and make recommendations for awardees to the Board of Directors regarding scholarship awards.**
* **Represent the respective committees at the March Board of Director meeting.**
* **Informing the committee members of the Board of Director’s decisions.**
* **Sending awardee or rejection letters to the applicants.**
* **Facilitating the introduction of the awardees at the April Affiliate meeting.**
* **Updating web information ready for next year.**
* **Submitting information for the Affiliate newsletter.**
* **Contributing to the Board of Director’s deliberations.**

01/26/2021: klr