

American Association of Critical Care Nurses
Greater Cincinnati Chapter

Position Description: Scholarship Chairperson

Term of Office:

The Scholarship Chairperson is a one (1) year Presidential appointment beginning July 1 in the year of appointment and ending June 30 of the following year.

Position Description:

The Scholarship Chairperson is responsible for maintaining records of criteria determined by the board for use in scholarship award determination.

Responsibilities:

The Scholarship Chairperson will:

1. Participate in annual development and review of strategic plan.
2. Be encouraged to attend business and special meetings of the chapter.
3. Attend board meetings when possible.
4. If absence is anticipated, submit a written report to the President of all committee activities and assign a representative to attend.
5. Review the criteria for the scholarship award annually. Submit recommendations to the board for review at the September business meeting. Provide applications for scholarship at all chapter meetings.
6. Review the criteria for the Chapter Member of the Year. Submit recommendations to the board for review at the September meeting.
7. Review all applications for scholarship and determine accuracy of accumulated points. If the scholarship is awarded, have the Treasurer forward the check to the applicant.
8. Determine the amount of scholarship points that may be carried over to the next year for each chapter member annually.
9. Submit an annual report of scholarship and awards that were granted.
10. Keep members point records for at three (3) years.
11. Keep a record of each member's activities and accumulated scholarship points. Have records available for updating at each chapter meeting. Each member is responsible for recording his or her own points.
12. Supply the President with scholarship records of those individuals nominated for the Chapter Member of the Year Award as requested.
13. Be responsible for having plaques available for the May meeting, one for Chapter Member of the Year and one for the Outgoing President.

Approximate Time Requirement:

hours per month (including above responsibilities & attendance at meetings & workshops/conferences)

Approved: 6/94

Updated: 5/97, 6/2000, 4/2005, 8/2007