

Scholarship Committee

A. General Responsibilities:

The Scholarship Committee administers the application and granting process for scholarships offered by WMCA.

B. Organization and Tasks:

1. The President of WMCA will appoint a Committee Chair, a member of the Executive Committee to act as a liaison and as many committee members as necessary to accomplish the tasks of the committee.
2. The committee will begin its work early in the year following the Annual Conference, coordinating and discussing its goals and objectives for the year.
3. **WMCA Conference Scholarships:** The committee will distribute conference scholarship applications at least 45 days before the deadline of the first Monday in December and will prepare information for the October and/or November edition of the Executive Committee Monthly Report. It will coordinate the number of available scholarships with the WMCA President per the current year budget. The Chair will verify completeness of submitted applications and follow up with applicants if necessary. The Chair will forward copies of submitted applications to the full committee for review and they will evaluate the applications, ensure the applicants eligibility and make recommendations to the Executive Committee in time for its January meeting. The Chair will notify the scholarship recipients after Executive Committee's meeting.
4. **WMCA Professional Development Scholarships:** The committee will distribute PD scholarship applications at least 45 days before the deadline of the first Monday in February and will prepare information for the December and/or January edition of the Executive Committee Monthly Report. It will coordinate the number of available scholarships with the WMCA President per the current year budget. The Chair will verify completeness of submitted applications and follow up with applicants if necessary. The Chair will forward copies of submitted applications to the full committee for review and they will evaluate the applications, ensure the applicants eligibility and make recommendations to the Executive Committee in time for the March meeting. The Chair will notify the scholarship recipients after Executive Committee's meeting. Some applicants apply both to WMCA and IIMC to ensure financial assistance for professional development sessions. After the May IIMC Conference, the committee will review the list of IIMC scholarship recipients. These recipients are ineligible for a WMCA scholarship.
5. **WMCA Margery Price Scholarship Program:** The committee will announce the availability of Margery Price scholarships on a quarterly basis through the Executive Committee Monthly Report. It will coordinate the number of available scholarships with the WMCA President per the current year budget. The scholarships are intended to help pay relevant program cost for members who have received their CMC (Certified Municipal Clerk) or MMC (Master Municipal Clerk) designation and must be used for job related course, WMCA sponsored Academies, or towards registration at the IIMC Annual Conference.
Applications will be considered on a first received basis for each fiscal year. The committee will submit their recommendations to the Executive Committee on a case by case basis.

6. The committee recognizes scholarship recipients as part of its report to the general membership at the Annual Conference.
8. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
9. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
10. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.

C. Responsibilities of the Chair:

1. Coordinate the receipt of scholarship applications, verify all scholarship criteria is met in accordance with the scholarship guidelines and forward copies with score sheets to each committee member for review and scoring.
2. Chair must verify dues are paid before awarding the scholarship.
3. Prepare information for the Executive Committee Monthly Reports. Information for the February and April edition may include the announcement of scholarship recipients. Information for the October, November, December and January editions should announce the availability of application forms for the various scholarships available for the next year, including professional development sessions, conference, and academy sessions.
4. Prepare and deliver reports to the Executive Committee and the membership. The WMCA President will outline the report(s) the Chair will give during the Annual Conference.