

## EDUCATION COMMITTEE JOB DESCRIPTION

**Purpose:** To support the missions of community outreach and advancements of educational attainment.

**Interactions:** Outreach Committee, General Manager, President of Woman's Association, and community representatives of the various schools in the Monteagle and Grundy County area.

**Responsibilities (see calendar):**

1. Confirm amount of money available for awards.
2. Consider applications from students in the Monteagle, Grundy County area, usually awarding 10-14 scholarships, renewable for four years or until completion of their college education.
3. Be responsible for communication with schools, new and former awardees, obtaining required information and following up when necessary.
4. Participate or arrange participation in the Scholarship Awards Ceremony.
5. Arrange a June meeting for the committee to decide disbursement of funds.
6. Provide the MSSA office with names, Social Security numbers, and colleges of recipients for checks to be mailed.

### Duties of the Education Committee Chairman

January and February

1. Send renewal letters to current recipients requesting transcripts and new applications. Renewal information is now sent out by email and applications are often returned by email.
2. Check with General Manager to find out how much the committee will receive from Endowment and how much carry over is left.

March

1. Follow up with students who have not responded.
2. Send letters of congratulations to renewing students.
3. Depending on how much we have and how many returning students, determine how many new scholarships we can offer.

April

1. Call the Guidance Office at Grundy County High School and tell them how many new students as MSSA can support. Recipients are picked by a GCHS committee. Find out when the Award Ceremony will take place in May.
2. Write letters of congratulations to graduating seniors asking about their future plans. Occasionally have one come speak to the Board or at the Annual meeting.

May

1. Attend the Awards Ceremony or ask the General Manager or President of the Board if they can attend to present the awards.
2. Email/call the Committee to decide on a date to meet in June or July to approve the disbursement of funds and discuss any other issues, or requests for funds.

June/July

1. Convene the committee to vote on how funds are spent. In the past three years, we have supported ten to fourteen students with \$500 per year. In recent years, excess funds have been contributed to the arts at Grundy County High School or held for future scholarships.
2. Compile a list of students with their Social Security numbers and addresses of their schools to give to MSSA bookkeeper. She mails the checks directly to the schools.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules*

*of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.