

## EDUCATION COMMITTEE JOB DESCRIPTION

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

**Interactions:** Outreach Committee, Executive Director, 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. Hold a June or July meeting for the committee to decide disbursement of funds.
6. Provide the MSSA office with names, Student Identification 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 Executive Director 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. Funds received from the Endowment, occasional gifts, and the number of returning students, will determine how many new scholarships can be offered to high school seniors.

#### April

1. Call the Guidance Office at Grundy County High School and tell them how many new students the MSSA can support. Recipients are picked by a GCHS committee. Confirm the date and time of Award Ceremony in May. The MSSA manager usually presents the award certificates.
2. Write letters of congratulations to those graduating from college or technical programs and ask about their future plans. Occasionally invite a recipient to come speak to the Board.

#### May

1. Attend the Awards Ceremony or ask the Executive Director or President of the Board if they can attend to present the awards.

2. Contact committee members 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 recent years, ten to fourteen students have received \$500 awards. The committee raised the renewable award amount to \$600 at their annual meeting on June 28, 2021. Excess funds have been contributed to the arts and technology of local schools and/or held for future scholarships.
2. Compile a list of students with their Student Identification 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.