Scholarship Committee Manual revision<br>September 2023

## Current:

## Officers and Membership:

- Chair: The Chair is appointed by the President for a two year term and is a member of Council. During the second year of his/her term, the Chair may recommend a chair designee to the Vice President/President-Elect for the upcoming year.
- Membership: The Second Vice President appoints at least seven members, to include one from each region, to two-year staggered terms. The VLAPAF Chair/Co-Chairs serve as voting members of the committee. The President serves as an ex-officio (non-voting) member.


## Proposed:

Chair: The Chair is appointed by the President for a two year term and is a member of Council. During the second year of their term, the Chair confirms the Vice-Chair as a Chair-Elect to the Vice President/President-Elect for the upcoming year.

- Maintains close contact with VLA Council, Executive Director, and Scholarship Committee membership in order to coordinate Committee activities
- Represents the Scholarship Committee on the VLA Council, and as the chief officer
- Works with Vice-Chair to set times and agendas for executive officer and business meetings
- Works with the rest of the executive officers to set annual goals
- Works with appropriate members and leaders to create, distribute, and collect evaluation data related to Scholarship Committee activities, events, and initiatives


## Vice-Chair/Chair-Elect:

- Appointed for two years; serves one year as Vice-Chair, and second year as Chair-Elect
- Assists Chair in promoting the group and building membership
- Assists Chair in setting agendas for meetings
- Serves as presiding officer in the absence of the Chair


## Secretary/Treasurer:

- Serves one year term
- Takes minutes at Scholarship Committee meetings and distributes minutes from these meetings
- Maintains records and timetables of Scholarship Committee activities and responsibilities
- Works closely with Chair to meet fundraising needs
- Works with VLA Council to handle any issues related to finances

