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| Position Title: | District Foundation Scholarship & Peace Committee Chair |
| Length of Appointment: | 3 years  |
| Travel Required: | Board meetings; possible interview sites |
| Reports to: | Foundation Chair |
| To apply: | Contact current Foundation Chair |
| Job Description |
| Role and Responsibilities* Develop and implement a Plan to promote Global Grant and Peace Scholarship opportunities among District Clubs
* provide essential background and application information to applicants and club sponsors;
* advise of and adhere to specified timelines
* make sure that candidates meet initial qualifications in order to qualify for an interview
* organize and conduct candidate interviews (recruit interview team and undertake interview process including "day of" preparation); act as chair
* contact successful and other candidates following selection
* provide feedback to candidates and sponsors
* assist successful candidate with activities required to secure acceptance at post secondary institution
* with the assistance of Foundation Chair, facilitate the securing of Global Grant funds for scholarship
* make contact with "receiving" Rotary District to ensure successful candidate will have required support and opportunities required as part of the Global Grant design
* stay in touch with and assist candidate during scholarship year
* Establishes a budget, if required, and submits to the Foundation Chair by August each year
* Review of your page on the District website and update Webmaster on any changes annually
* Provide a written report of all committee activities prior to District Board of Directors meetings (3 per year).

Qualifications / Requirements* qualified with respect to Global Grants
* familiarity with scholarship programs
* organizational skills including the publication and transmission of multiple documents
* availability during peak times for scholarship recruitment and selections

Preferred Skills* involvement at the club level with Foundation and/or scholarships
* understanding of the mechanics and idiosyncrasies of pursuing scholarships
* past experience as a Rotary Ambassadorial (or similar) Scholar
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| Last Updated By: | Diane Fejes | Date: |  November 2017 |