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**SCHOLARSHIP**

**Committee Process Document**

**STRUCTURE:**

**Committee Make-up**

1. Volunteers from within BEMA’s membership who are dedicated to bettering the industry through scholarships to BEMA members and students

**Committee Meetings and Communications**

1. Face-to-Face meetings at Winter Summit and Annual Meeting
2. Conference call meetings as needed
3. Email communications

**RESPONSIBILITIES:**

**Committee Responsibilities:**

1. Identifies and recommends educational programs benefiting the members
2. Identifies and recommends methods of providing effective learning experiences for the membership
3. Oversees the scholarship programs of the Association
4. Recommends criteria to the board for the awarding of BEMA scholarships
5. Evaluates scholarship applications
6. Awards scholarship funds up to the amount determined by the Board of Directors

**Chairman Responsibilities:**

1. Leads the effort to guide and manage membership committee. Leads meetings at Winter Summit and Annual Meeting.
2. Maintains contact with members outside of meetings
3. Responsible for working with staff liaison to ensure objectives are met
4. Works with the committee to establish annual goals and objectives

**Committee Member Responsibilities**

1. Attend meetings
2. Provide ideas on scholarship availability and utilization
3. Respond to requests for scholarship approval
4. Promote BEMA scholarships at industry events.

**Staff Liaison Responsibilities**

1. Organize committee minutes and agendas
2. Work with chair to stay on task and perform any follow up
3. Serve as communications point for committee
4. Processes scholarship applications and awards
5. Update committee chair of scholarship awarded and budget

**PROCESS AND TIMELINE:**

* JANUARY –
* FEBRUARY –
* MARCH – COMMITTEE MEETING
* APRIL, MAY –
* JUNE - COMMITTEE MEETING –
* JULY –
* AUGUST, SEPTEMBER,
* OCTOBER – Make recommendation for annual scholarship budget
* NOVEMBER, DECEMBER –
* ONGOING –.Respond to approval requests for scholarship applicants