**SCHOLARSHIPS CHAIR**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**MARCH 2015**

**DUTIES AND RESPONSIBILITIES:**

Serve as a voting member on the Governing board.

The TOSC President appoints the Scholarship Chair and the board approves the appointment.

The Chair reports to the Second Vice President.

The Chair will attend all TOSC functions, if possible.

A CoChair will be selected to assist you, if desired.

Select a Scholarship Committee consisting of TOSC members in good standing. The TOSC Second Vice President will also sit on this committee. The TOSC President’s appearance is optional.

The TOSC’s Scholarship program was established to financially assist high school seniors, active duty military, DOD civilians, US Embassy Personnel, invited contractors, military retirees and their dependent spouses to further hi education. These are merit-based scholarships.

The TOSC board determines the total dollar amount of funds designated for scholarships. The scholarship amounts and distributions will then be determined by the scholarship committee.

Duties include: Update scholarship application packets, chose and essay topic and deliver them to the 51 FW Judge Advocate’s Office for review if here are any significant changes made to the application. Once they are updated and approved, ensure applications are available on the TOSC website. Work with the TOSC Publicity Chair and OAHS Guidance Counselors to publicize/advertise the availability of scholarships.

Select judges. It is best to have an odd number. They will be selected from the community, preferably with a diverse representation, if possible. They will not be apparent of a high school student, or affiliated with the Osan American High School, the more distant the relationship from the applicants the better.

Scholarship applications will be mailed to the TOSC PSC Box. The chair will then blacken out any identifying information, copy and distribute for scoring.

Upon independent completion of scoring, the applicants are then ranked. The scholarship committee will then determine the scholarship amount and distributions.

The winners, alternates and other applicants are notified by mail as to their status. High School Scholarship recipients’ certificates are presented at the Senior Awards Ceremony by a representative of the TOSC. Every attempt will be made to present all other scholarship certificates in a public forum.

**QUALIFICATION REQUIREMENTS:**

Have customer service skills.

Good attitude and ability to interact with others.

Organizational skills.

**POSITION DURATION:** TOSC board year (May – June)

**TIME REQUIRED:** 25-35 hours/month (during season)