

**LANCASTER SOCIETY FOR HUMAN RESOURCE MANAGEMENT
(Affiliated Chapter of the Society for Human Resource Management)**

COMMITTEE RESPONSIBILITIES

Committee: **Scholarship**

Composition: **A minimum of two LSHRM Board Members and one LSHRM member at large.**

Purpose/Mission of Committee:

To oversee and administer the scholarship programs provided by LSHRM.

Committee Responsibilities:

1. Review, and if necessary, revise the LSHRM Student & Member Scholarship application forms.
2. Inform members of the scholarship opportunities. Keep current information posted on the LSHRM website. Send out email notices in February.
3. Determine criteria which will be used to determine the recipient of the scholarship.
4. Based on (3), review applications and select the winning applicant for each scholarship.
5. Inform the following of the name and brief biography of the recipient(s):
 - a. Board of Directors
 - b. Association members
 - c. Program committee chair for possible inclusion in the Association's annual recognition breakfast
6. Consider inviting the recipient to attend the Association's recognition breakfast.
7. Inform the Treasurer of the Association of the recipient's name and other pertinent information to enable the Treasurer to issue a check for the scholarship amount.
8. Contact the scholarship recipient in writing at the time the check is sent to verify that the recipient is starting his/her education at the school indicated.
9. Notify all applicants in writing regarding the outcome of the scholarship awards.