



Job Description: Scholarship and Education Chair

Position:

Scholarship/Education Chair

Team Co-Chair: No

Report to: IAND President

Voting Status: Non-voting

Elected Position:

Appointed

Term of Position: One/Three Yr

Effective Date: June 1st

Responsible for Budget: No

Expenditure Approval Needed: Yes

Board Meeting Attendance:

Meetings

- Attend IAND Board Meetings and actively participate.
- Attend IAND Annual Spring Meeting.

Reports

- Provide an Annual Report to the President. Coordinate this with the Annual Meeting Committee.
- Submit updated job description to incoming President at end of term
- Other reports as requested

Budget

- Prepare a budget for the position for the next year, in cooperation with the next person in the position
- Adhere to budget and become familiar with the IAND budget process

Travel Expectations

- IAND Board Meetings
- IAND Annual Meeting, April

Newsletter

- Information to newsletter as required by office (see Newsletter Responsibility Guidelines in Leadership Directory)

Objectives

- Provide leadership to the scholarship committee to call for and select scholarship winners.
- Serve as the liaison between IAND and dietetic students in Indiana.
- Serve as a resource for the IAND Annual Meeting Committee.
- Coordinate activities related to the Annual Meeting student poster session.

Duties and Responsibilities

- Possess a working knowledge of IAND Bylaws, Standing Rules and the Leadership Book.
- Participate in assigned Initiative Team's work; maintain alignment with its accompanying budget.
- Obtain from IAND Treasurer the amounts available/donations made to scholarship funds prior to promoting scholarships. Acknowledge contributions (thank yous in writing) to the donors, and report to the Board.
- **Serve as Scholarship Committee Chair, and coordinate selection of winners of:**
 - IAND Scholarship(s): to total no more than amount budgeted annually.
- A. Lute Troutt Memorial: \$1,000.
- B. Mary Hebenstreit Memorial: to total no more than amount donated by family annually (\$500-600).
- C. Any district affiliate or memorial scholarships that may arise if approved by IAND board.
- D. Outstanding Dietetic Student award from three dietetics program types in the state.
- E. Outstanding Educator award for IAND.
- Ensure educator award deadline is same as NDEP deadline <http://www.ndepnet.org/>.
- Once selected, email awardee's name to AND.
- **Confirm those who will serve on Schol./Ed. Awards Committee** (by Nov. when scholarship deadlines announced). The committee will consist of:
 - The Chair (appointed by IAND President)
 - IAND Secretary
 - IAND Immediate Past-President
 - Three members of IAND who are educators
- By October 1, review IAND's electronic scholarship submission forms for scholarships and educator/student awards (to ensure correct dates/confirm application deadline, ect.).
- Email the web application/nomination forms with the call for nominations and scholarships to each IAND District President and each university with a didactic, internship, or coordinated program
- Maintain a current contact list for program contacts (ex..student dietetics clubs) on a google doc.
- Email complete packets of award nominees and scholarship applications, with **score sheets**, to Scholarship Committee in early February. Allow them 1-2 weeks to review the packets. Set deadline for determining winners. It should be one month prior to the annual meeting.
 - *IAND Scholarship Chair votes only in the event of a tie.
- Create PowerPoint slides for awards gala slideshow (save in shared google doc). (Email it to winners so they can review spellings/accuracy).
- Type a script/short bio for each winner to read at the awards gala.
- Email winners and IAND scholarship committee members of selected winners four weeks before awards day. Send them the scholarship acceptance form to send back. Invite awardees to be guests at the Annual Meeting on the day of awards by informing them they can register online for free. Confirm attendance and any guests they may bring. ***Share names/final count w/Registration Chair.**
- Send notification to directors of programs whose educator/students have won awards; and students who have won scholarships. Include applicants/nominees who didn't get selected so they are aware of all winners.
- Create PowerPoint slides for awards gala slideshow presentation (save in shared google doc). *Email it to winners so they can review spellings/accuracy.
- Type a script to read at the awards gala when announcing awards.
- Ensure a thank you letter is sent to the Hebenstreit family.
- Gather email contact information/editor name for a local newspaper for each winner. If winner would like it submitted, prepare a brief press release, including a headshot or a photo taken at the awards gala.
- Confirm someone will take pictures at awards gala (ex..Public Relations Chair); to share in Hoosier Dietitian.

- Inquire of the Annual Meeting Planning committee of any student volunteer opportunities available at the meeting. Share that and dates of any internship open houses with dietetics program leaders in the state.
- Keep contact information of all the Indiana dietetic programs up to date on IAND's website.
- At the annual meeting, put envelopes on the center of the banquet tables to collect donations to IAND scholarships. Compile a donation total and give to IAND Treasurer.

