

Scholarship Chair: With the help of the LRIW Public Relations & Outreach Committee and the guidance of the LRIW Board of Directors, promote and manage the LRIW annual scholarship. Your job is outreach to women with the intent of pursuing an education in the fields of science, technology, engineering and math.

Length of Term: 3 Years | **Time Commitment:** 3-5 hours a month

Characteristics & Skills

- Strong leadership, delegation, and communication skills
- Social media and writing skills

Roles & Responsibilities:

- Develop essay question and annual scholarship package
- Managing a committee of 2 people and organizing conference calls as needed
- Raise funds for annual scholarships as needed
- Work closely with Membership Committee on status of individual members and corporate members applying for scholarship
- Help to recruit and retain committee members and delegate responsibilities
- Develop press releases with the PR&O committee when need arises
- Work with trade press publications to promote scholarship
- Maintain annual scholarship entry packages and audit for completeness and ensure criteria is met by entrants
- Work with third party judge pre-approved by LRIW Board
- Contact winners and non-winners, obtain bios from winners for publication on website and work with Treasurer with payout instructions (always directly paid to the college/university).