

ROTARY INTERNATIONAL DISTRICT 5150  
JOB DESCRIPTION

# DISTRICT GLOBAL SCHOLARSHIP COMMITTEE CHAIR

## **ROLE:**

To chair the District's scholarship committee which seeks candidates, and selects a recipient, for The Rotary Foundation Global Scholar. The committee also hosts incoming Global Scholars from foreign countries who are studying in the district.

## **RESPONSIBILITIES:**

### *January*

- Request funding for scholarship from District Governor-Elect (DGE)
- Ask DGE for permission to use district email service.
- Asks Marc McLeran, district Webmaster, to set my permission on district web site. Or, ask club President-Elect for email list of Club Presidents, Assistant Governors, DGE, and District Governor-Nominee.

### *Day after Labor Day*

- Set the scholar candidates' interview date for the last Saturday of March. If the next day is Easter, then set the interview for the first Saturday in April. Email committee members.
- Reserve Wells Fargo conference room with Eric Schmutz.
- Fill in application form blanks.
- Email Club Presidents and Assistant Governors application form and tips for recruiting candidates. Application deadline is March 15.

### *Day after New Year's Day*

- Email Club Presidents and Assistant Governors – reminder.
- Email committee members – interview date reminder.

### *First day of March*

- Email Club Presidents and Assistant Governors – final notice that applications are due March 15.
- Email committee members – interview date reminder.

### *Last Saturday of March or First Saturday of April*

Committee interviews candidates and makes decision.

The next day, notify the recipient by phone.

The next week, mail letters to other candidates that they did not receive the scholarship.

Apply online for The Rotary Foundation Global Scholarship.

### *Incoming Scholars*

- Ask club(s) to host incoming scholar(s)
- Ask club host to greet scholar at airport.
- Help scholar obtain housing.
- Schedule scholar(s) to speak at district clubs and attend district assembly, conference, and foundation event.

## **QUALIFICATIONS:**

Rotarian in good standing for at least three years.

Having worked on your club's scholarship committee is preferred.

Able and willing to learn how to complete online scholarship applications.

**TERM OF OFFICE:** 3years- at the discretion of the standing District Governor