

# Whidbey Audubon Society



## POSITION: SCHOLARSHIP COMMITTEE LEAD

### KEY RESPONSIBILITIES

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- Coordinate with the Education Chair about the scholarship budget needs and availability
- Update all scholarship forms
- Communicate with high school personnel about scholarship process and schedule of events
- Convene committee to review scholarship applications, schedule interviews with candidates, and make award decisions
- Write articles for *Shorelines* in January, April and June, and coordinate local paper coverage
- Introduce the current scholarship recipients at the May membership meeting
- Communicate with universities about their process for receiving scholarship funds
- Coordinate with the website administrator to update the scholarship portion of the WAS website

### PURPOSE

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**To promote and organize the annual scholarship award program. Scholarship funds are available to graduating Whidbey Island high school students to defray their freshman year college tuition while pursuing an environmental program degree. This program is funded by donations to the Scholarship Restricted Fund.**

### TOOLS AND SUPPORT

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- Has an annual fiscal budget for scholarships
- Has complete access to prior Lead's files and processes
- Has Dropbox software "Read" access for archival documents and "Read/Write" access for storage of current documents
- Experienced committee members to assist the Lead

### COMMITMENT

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This position runs annually, with most activity scheduled between the first few and last few months of the school year.

### QUALIFICATIONS

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- Time management, communication and project management skills
- The ability to spend time on volunteer duties, approximately 20 hours per month
- Has a digital device and access to the internet and understands file storage processes
- Microsoft Office (or similar software) basic skill level

### BENEFITS TO THE VOLUNTEER

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- Developing a sense of purpose and community
- A sense of pride from being an active participant in promoting the WAS mission statement
- Interacting with interesting people of all ages and walks of life
- Developing leadership skills that are useful forever

**Whidbey Audubon Society is dedicated to the understanding, appreciation and protection of birds and other wildlife species and their habitats on Whidbey Island and in surrounding waters.**