

PCACAC Position Description – Conference Scholarships Coordinator

Three-Year Term

The responsibilities of the Conference Scholarships Committee Coordinator include:

- Lead outreach and selection efforts for Conference and Summer Institute Scholarships, including the Marion Flagg Scholarship Program
- Update scholarship applications
- Develop a calendar and materials for scholarship outreach and selection
- Coordinate with Executive Assistant and Communications Committee to promote scholarship opportunities
- Collaborate with Professional Development, IAS, Conference Planning, and Summer Institute Chairs on scholarship selection
- Serve on the Conference Planning Committee and attend committee meetings leading up to conference
- Communicate and assure attendance of scholarship winners at Conference or Summer Institute
- Serve as point person for scholarship winners during the conference

Estimated Time Commitment for the Conference Scholarships Committee Coordinator:

PCACAC Conference	4 days per year
PCACAC Full Board Meetings	4 days per year
Committee Chair/Vice Chair meetings	bimonthly/monthly
Conference Committee Meetings	biweekly/weekly leading up to conference
Planning and preparation	15 days per year