

VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION COMMITTEE DESCRIPTION

SCHOLARSHIP COMMITTEE

Purpose

To solicit, accept and review applications for Association's scholarship funds.
Inform new Clerks and Treasurers of the Scholarship.

Committee Members

The Scholarship Committee will consist of three members, appointed by the President.

General Duties

March:

- Confirm with the Executive Board amount of monies allocated.
- Set deadline for applications for scholarships to NEMCI no later than April 1.
- Put notice in the Newsletter regarding available scholarships.
- Applications and requirements to all VMCTA members are available on the VMCTA website.

April:

- Meet and review applications and allocate funds according to Association Policy.
- Coordinate with New England Scholarship Committee for further scholarship funds for applicants. (no later than April 10)

May:

- Give list of applicants and allocations to the Association Treasurer.

July:

- Report to the Executive Board of the allocations.
- Set deadline for applications for scholarships to VMCTA Annual Conference no later than July 31st.
- Applications and requirements to all VMCTA members are available on the VMCTA website.

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SCHOLARSHIP COMMITTEE (Cont'd)

August:

- Meet and review applications and allocate funds according to Association Policy.
- Report to the Executive Board a list of all the allocations.
- Give list of applicants to the Association Treasurer.

September:

- Prepare and present report for the Annual Meeting.
- Set deadline for applications for scholarships to NEACTC conferences no later than September 15th.
- Applications and requirements to all VMCTA members are available on the VMCTA website.
- Meet and review applications and allocate funds according to Association Policy.

October:

- Report to the Executive Board a list of all the allocations.
- Give a list of applicants and allocations to the Association Treasurer.

Policy

1. Applicant must be a current member of the Vermont Municipal Clerks' and Treasurers' Association.
2. Limit awards to one person per office with the Town Clerk or Town Treasurer (if applicable) having first preference (e.g. Town Treasurer to GFOA).
3. Application must be accompanied by a letter stating that no financial aid is being given from the municipality.
4. Applicant and Association Treasurer are notified as to the amount of the allocation.
5. New England Scholarship Committee is notified as to those applicants who are members of the New England Association of City and Town Clerks. New England funds are awarded for attendance at the New England Institute only.

**VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION
COMMITTEE DESCRIPTION**

SCHOLARSHIP COMMITTEE (Cont'd)

A progress report, from this Committee, is to be made to the Executive Board at its warned meetings as well as a quarterly report to the Newsletter Editor for inclusion in the respective Newsletter edition.