

Judith Beale Scholarship Committee

Committee Chair

1. **Purpose:** The Chair leads the Judith Beale Scholarship Committee in successfully conferring awards to students and archives professionals at the Society's Annual Meeting program each year.
2. **Term of Office:** One year. Appointed.
3. **Voting Status:** Ex-officio. Non-voting.
4. **Major Duties/Responsibilities:**
 - a. Coordinates all activities of the Judith Beale Scholarship Committee.
 - b. Attends Annual Meeting. May be required to attend select Executive Board meetings.
 - c. Presents verbal or written reports of Committee activities to the Executive Board.
 - d. Develops and adheres to a timetable for announcing, soliciting, collecting and reviewing applications.
 - e. Works with the Executive Board to establish annual scholarship budget. Determines the number of available scholarships.
 - f. Notifies applicants of award status. Notifies Treasurer, Membership Chair and Annual Meeting Committee to coordinate Annual Meeting registration, monetary payments and other logistical considerations.
 - g. Coordinates preparation of certificate or other appropriate form of recognition to be presented at the Society's Annual Meeting.
 - h. Presents awards at Annual Meeting.
 - i. Prepares an article announcing scholarship recipient(s) for *The Florida Archivist* summer (July) issue.
 - j. Submits all relevant, non-current records of the Committee to the President for transfer to the Society archives in Tallahassee, Florida.
 - k. Oversees the successful and appropriate destruction of electronic and paper applications.

Committee Members

1. **Purpose:** The Judith Beale Scholarship Committee is a standing committee. The Committee meets annually, prior to the Annual Meeting, to review and select award recipients.
2. **Number of members:** 3-4. No more than one (1) member per scholarship cycle may be a previous recipient of the Judith Beale Scholarship.
3. **Term of Office:** One year. Appointed.
4. **Voting Status:** Non-member. Non-voting.
5. **Major Duties/Responsibilities:**
 - a. Assist the chair in reviewing and updating application forms, as necessary.
 - b. Distribute scholarship announcements and identify potential applications.
 - c. Review applications.
 - d. Select Scholarship recipients.

Approved by the Executive Board: June 10, 2013