

# Position Description: Scholarship Chairman

## Description:

This resource provides an overview of the roles and responsibilities of a Scholarship Chairman. The Scholarship Chairman is responsible for managing the academic success of the chapter. This description will provide a framework for all Scholarship Chairmen to operate across the International Fraternity.

## Goals:

- To identify the roles & responsibilities of the Scholarship Chairman.
- To clarify what the International organization expects from chapter members serving in these positions

## Competencies Addressed:

- Self-Governance
- Organizational Leadership
- Personal Excellence

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## Scholarship Chairman

### Position Description

1. Responsible for creating an academic success plan for all members of the chapter.
  - a. Should work with the Associate Member Educator to ensure there is a plan for Associate Members.
  - b. Should work with the President and Vice President to create academic success plans for any members on academic probation.
2. Responsible for reporting out chapter cumulative GPA.
3. Create a block of hours throughout the week that is conducive to studying and engages all members of the chapter.
  - a. Utilize quiet hours to ensure studying is happening.
  - b. Ask upperclassmen to attend to offer help to younger members in their classes.
  - c. Work with the Associate Member Educator to have this as a time for Associate Members to discuss major plans with upperclassmen.
4. Promote campus, chapter, and International Fraternity scholarship opportunities throughout the academic year.
5. Work with the President and Vice President to enforce any academic probation requirements for members who are below the minimum GPA requirements.
  - a. Hold 1:1 meetings with these members and help them raise their GPA to be back in good standing.
6. Keep a record of all member GPAs.
7. Ensure that the chapter is maintaining a GPA of 2.5 or above the all-fraternity average.
8. Work with the Associate Member Educator to provide ongoing education for chapter members.
  - a. This can be done through workshops provided by DKE International, bringing campus partners in to speak, and have alumni come to chapter meetings.
9. Serve as a member of the Associate Member Education Committee.

