

Scholarship Chair and Committee

Note: Specific duties related to the Scholarship Competition can be divided and shared by multiple committee members/volunteers. It is not assumed that one person should handle all of the respective duties, however the Chair or Co-Chairs is/are responsible to manage the entire project to ensure all duties are completed.

1. Serves on the Board of Directors of the Guild and chairs the Scholarship Committee.
2. Is responsible for all details of the annual Scholarship Competition and Winners' Recital, including the dates, site, and site preparations. Works with the Treasurer to track all income and expenses against budget.
3. Identifies, contacts, and schedules adjudicators for each day of the Competition.
4. Writes grant(s) for monies to cover expenses associated with the competition. Writes final reports as needed.
5. Prepares applications, instructions, and poster which are sent via bulk mail or email to area music teachers and past competitors.
6. Prepares online applications and other information to be posted on the website.
7. Receives applications from students and creates a schedule for the competition. Ensures fees are received and payments made in a timely fashion.
8. Recruits volunteers to help with the Competition (timers, practice room monitors, etc.)
9. Arranges appropriate publicity including but not limited to a Scholarship Competition poster, email press releases and Recital poster.
10. Provides the Communications Chair with a list of names and addresses of the parents of current scholarship contestants to be included in appropriate RMG mailings. Also provides the list of winners to the RMG Webmaster to post on the RMG website.
11. Arranges for the Scholarship Winners' Recital, including program, awards, certificates, and refreshments.
12. Contacts the Rochester public high schools for nominees for the high school music awards. Arranges for presentation of these awards at the respective music award ceremonies.
13. Notifies all scholarship donors of the Scholarship Competition and the results. Encourages winners to send thank-you notes.
14. In consultation with the President-Elect, invites the selected scholarship winners to perform at the Guild's Annual Meeting if requested.
15. Monitors the RMG Scholarship email account, scholarship@rochestermusicguild.org.