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.


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