



The Fort Hood Military Family Member Scholarship Fund

Post Office Box 5299 Fort Hood Texas 76544

www.forthoodscholarship.org president@forthoodscholarship.org

Advisory Committee Chair

The Board is looking for an engaging leader who is active in the Fort Hood community to serve as our Advisory Committee Chair. Ideal candidates have experience on non-profit boards, the ability to recruit member and plan and facilitate membership meetings, and speak to groups on behalf of The Fund. The Advisory Committee Chair is a full, voting board member. The expected average time commitment for the Advisory Committee Chair is 3-5 hours per month.

Note: Board Members may not apply or have any family member apply for a scholarship while serving on the Board. This applies to all members of the Advisory Committee.

The Advisory Committee Chair shall:

- a. Serve on the Executive Board.
- b. Represent the needs and guidance of the Advisory Committee on the Executive Board.
- c. Vote as a full participant of the Executive Board.
- d. Plan and preside over all Advisory Committee meetings.
- e. Appoint a Secretary, from the Committee, for the Advisory Committee responsible for accurately recording the minutes of all Advisory Committee meetings and providing a copy to The Fund Secretary.
- f. Present a list of Advisory Committee members to the Executive Board quarterly.
- g. Act as an advocate for The Fund in meetings and discussions.
- h. Provide a report of all activities within his/her scope of responsibility at each Executive Board meeting.

The Advisory Committee Members shall:

- a. Present ideas, concerns and requests of the members of the organizations they represent, as well as maintain a current list of contacts for their area of oversight.
- b. Serve on a committee, if needed.
- c. Advisory Committee members vote to appoint an Advisory Committee Chair.



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Advisory Committee Chair Application

Name: _____ **Date:** _____

Phone Number: _____ **Unit:** _____

Email Address: _____

Are you or a family member planning to apply for a scholarship? Yes No

Please share why you are interested in this role:

Please share any experience and education you have relevant to this role: (see description below)
