



Scholarship Committee Member

VOLUNTEER JOB DESCRIPTION

Position Title: Scholarship Committee Member

ACF Staff Contact: Senior Program Officer of Grants & Scholarships

Scholarship committees use established scholarship criteria to review applications and make recommendations within the available award amount. We rely on committees to honor donor intent by adhering to the criteria specified in the scholarship guidelines, which are based on the fund agreement between the Alaska Community Foundation (ACF) and the donor.

Roles & Responsibilities of Committee Members:

- Use ACF's web-based scholarship management system to access scholarship applications and evaluations as applicable.
- Assist in marketing the scholarship opportunity to personal and professional networks
- Ability to work and communicate with ACF Staff and committee members either virtually or in-person regarding assigned scholarship review.
- Complete the Conflict of Interest & Confidentiality form annually, including revealing any conflict of interest with scholarship applicants and recusal from evaluating the conflict of interest.
- Understand the need for fairness, objectivity, and nondiscrimination within the scholarship selection process.
- Ability to focus on the selection criteria for the scholarship in determining the award recipients.
- Read scholarship applications online and evaluate based on set criteria by ACF and the donor. This can take up to 10 hours over two to three weeks, depending on number of eligible scholarship applications submitted.
- Meet with the committee members annually, typically in April or May, for up to 4 hours.
- Complete notes in templated scholarship form to be submitted to ACF Senior Program Officer.
- Under the guidance of ACF staff, make recommendations on recipients for the assigned scholarship to the Foundation Board for final approval.

IRS Scholarship Fund Regulations:

Under the Pension Protection Act of 2006, no more than a minority of selection committee members may consist of donors to a scholarship fund. ACF follows the IRS 1/3 rule.

“Donors” are defined as:

- Donors to a fund.
- Persons appointed or designated by a donor in a fund agreement (“advisors”).
- Family members of a donor or advisor, including spouse, siblings, ancestors, descendants (children, grandchildren, great-grandchildren, stepchildren, step-grandchildren, step-great-grandchildren), and spouses of descendants.
- Other “related” persons, such as a donor or advisor’s employees, attorneys, or advisors.
- In the case of a fund created by a nonprofit or for-profit entity, the directors, members, officers, and employees of that entity.