**Responsibilities of Education Committee**

1. Annual Scholarships, Grants and AwardsManagement *(Q1 & Q2)*
   1. Update Application forms (January), ensure publication to Website (early Feb).
   2. Recruit and select Reviewers for each application type (March).
   3. Review and Update Scoresheets and distribute to Reviewers. (April).
   4. Verify Submissions received by deadline (April).
   5. Gather and tally the Reviewers Scoresheets and select Recipients (May/June).
2. Education Committee Award Communications *(January, April, & July)*
   1. Send this year’s Applications to Website person for publication (Mid-January)
   2. Help create an Announcement of Application acceptance time window for Email to membership, Website, Social Media, and BoD members to send to School Districts (Late January)
   3. Publish a reminder Email to membership, Website, and Social Media during last week of acceptance time window (Late January, Early Feb)
   4. Present Motion of Committee Award Recommendations to BoD, via Email to President to distribute to BoD. (Early June).
   5. Contact Sandy Young winner by Phone and invite to Annual Meeting in the Keys with up to $500 in travel subsidy (Early June).
   6. Contact Award Winners via email or phone to get Bio, Address, and Photo for Award Winner Communication and address for award mailing (Mid June)
   7. Create Award Notification letters to winners, on current year FL AWRA letterhead (June).
   8. Send Award letters and amounts of each to Treasurer to create checks and mail out to winners (July).
   9. Create Award Winner Announcement in Word for Email to membership, Website, and Social Media (July).
   10. Create Award Winner PowerPoint for President for Annual FL Keys Meeting (July).
3. Education Committee Student Chapter Support*(as needed)*
   1. Keep Running Spreadsheet of EC Budget including scholarships, student travel support, and student chapter support based on By Law/Policy budget for given year.
   2. Send current Travel Pre-Authorization form to students who reach out for travel support to FL Section meetings or National Conference.
   3. Submit motion to authorize travel support within budget to BoD.
   4. Serve as point of contact for Student Chapters for funding requests, make motions to BoD to utilize funds to support student chapter events or start-ups.
4. Auditing *(yearly; Fall)*
   1. Review Application Process and suggest recommendations to successor.
   2. Review Annual Budget for each area (Scholarships, Student Travel support, and Student Chapter Support).
   3. Make recommendations to BoD for adjustments to budget line items (as necessary).