



SCHOLARSHIP CHAIRMAN POSITION DESCRIPTION

PURPOSE

The Scholarship Chairman should lead the local chapter and its members in their efforts To Stimulate Scholarship. He fosters an environment within the chapter that supports and celebrates academic endeavors and personal and professional enrichment. He collaborates with the judicial board and Executive Board to hold members accountable for their grades, assists members who are struggling in their academics to find ways to excel, and recognizes brothers for their academic and professional accomplishments.

DUTIES

- Ensure chapter GPA requirements, and consequences for not meeting GPA requirements, are in local chapter bylaws and are well-known among chapter members
- Collect individual member's GPA's to ensure they meet chapter requirements
- Maintain grade records for individual members, properly disposing of them only when a member graduates or is no longer in the chapter
- Submit member, chapter, and Interfraternity Council (if applicable) grade reports to International Headquarters once per semester (Feb. 15 for previous fall semester/quarter grades; Oct. 15 for previous spring semester/quarter grades)
- Establish a scholarship plan for chapter members that includes, but is not limited to, required study hours/tables, required advising meetings or on-campus workshops, and recognition programs
- Meet with members individually who are struggling in academics and provide individual support and improvement plans
- Be knowledgeable about campus resources and share scholarship and/or leadership opportunities to chapter members
- Oversee the *Scholarship in Phi Sigma Kappa* program, unless otherwise delegated to another officer/chapter leader

SKILLS/COMPETENCIES

Creativity
Communication
Resourcefulness

Mentorship
Create trust
Action oriented

Integrity
Learner
Presence

RESOURCES AVAILABLE

- **Officer Portal**
 - Document Library
 - Calendar
 - Forms > Scholarship Report
- **Phi Sigma Kappa Website**
 - "Undergrads" tab
 - "About" tab > Resources
- **First point of contact:** appointed Chapter Adviser or Alumni Advisory Board member
- **Second point of contact:** Chapter Consultant, can direct to another International Headquarters professional staff member, if needed
- **Campus-based questions/challenges:** campus fraternity and sorority life advisor and academic success center, or campus equivalent