ASNE Scholarship Committee Charter

AUTHORITY AND PURPOSE:
The Scholarship Committee is a Continuing Committee of the Society as defined in Article XI of the ASNE Bylaws. The committee is chartered by the ASNE Council in accordance with the Council Policy on ASNE National Committees. The Scholarship Committee is responsible for administering the Society's Scholarship Program and recommending to the Council candidates for award of Society Scholarships.

FUNCTIONS AND RESPONSIBILITIES:
The Scholarship Committee is responsible to the ASNE Council for:
- Advising the Council on policy and criteria for award of ASNE scholarships
- Overseeing the Society’s Scholarship Fund
- Evaluating Scholarship applications and recommending scholarship awards
- Establishing and monitoring metrics of success for the Scholarship Program

In carrying out these responsibilities, the Scholarship Committee will:
- Seek widespread awareness within the academic engineering and maritime professional communities of the existence of the scholarship program and procedures for applications.
- Review, evaluate, score, and rank scholarship applications and prepare recommendations for award of scholarships
- Monitor the quantity and quality of applicants and other appropriate metrics to evaluate the health of the program
- Periodically benchmark against comparable programs sponsored by other organizations
- Monitor contributions to and disbursements from the fund and the performance of fund investments to assess the adequacy of the fund and the number of awards that can be supported
- Review and periodically update the ASNE Scholarship Application and Scholarship Program promotional material that is distributed by ASNE Headquarters.

COMMITTEE MEMBERSHIP AND SUPPORT:
The Scholarship Committee will consist of a chair plus at least six other members. It is desirable that the committee include representation from at least three ASNE sections and from a variety of the technical disciplines and career paths encompassed by naval engineering. Sub-committees may be established at the discretion of the chair. Members of the committee shall be members of the Society in good standing. Appointments and terms of office will be in accordance with the Council Policy on Committees. Whenever possible, at least one member will also be a member of the SNAME Scholarship Committee. The chair of the Scholarship Committee will be an ex-officio, non-voting member of the Council and an ex-officio member of the Ways & Means Committee.

The ASNE Operations Manager will be the primary staff point of contact for the committee. The staff will provide all necessary support for the committee, including Scholarship Program publicity, administrative processing of scholarship applications and tracking and distribution of scholarship funds. The Scholarship Fund will partially pay for the cost of the staff support.
MEETINGS:
The Scholarship Committee will meet at least annually at the call of the chair to carry out the committee’s responsibilities. The committee will endeavor to accommodate participation by members from remote sections through the use of e-mail, teleconferencing, etc. The committee will also participate in the annual Sections Meeting.

REPORTS:
No later than May each year, the Scholarship Committee will provide a written annual report to Council that includes:

- Recommended scholarship awards for the coming year
- Assessment of the number and quality of scholarship applications received
- Report on the status of the Scholarship Fund
- Assessment of the status and health of the Scholarship Program
- Any specific recommendations for the Council with supporting information.

The committee should also provide a brief written report of each committee meeting. The reports should be provided to the Executive Director / Secretary-Treasurer of the Society at least one week before the next scheduled Council meeting. The reports should include:

- An attendance list for the meeting
- A summary of reports and information reviewed at the meeting
- A summary of committee discussions including decisions made and action items assigned and status of previous action items.
- Any specific recommendations for the Council with supporting information.

For the annual Sections Meeting, the Scholarship Committee will provide an overview report that summarizes the ASNE Scholarship Program. This report should include a section level perspective and emphasize the role of sections in publicizing the program and in sponsoring scholarships.