

1. MISSION

1.1 It is the mission of the Scholarship Committee to provide financial assistance to individuals furthering their education and professional development.

2. AUTHORITY

2.1 This is a standing committee of the Board appointed under procedures adopted pursuant to the Bylaws of FMHAC.

3. COMPOSITION, SELECTION & TERM

- 3.1 The committee shall consist of at least three, but no more than seven members.
- 3.2 There will be two chairpersons running this committee. The first Co-Chair will be responsible for making the final decision regarding the student scholarship recipients. The Education Chair will by default take on this role. Appointed by the Board, the second Co-Chair will be responsible for making the final decision on the Douglas Smith Scholarship recipient.
- 3.3 Both Chairs will serve as liaison between the Scholarship Committee and the Board of Directors.
- 3.4 Members of the committee are appointed by the Co-Chairs and approved by the Board.
- 3.5 The term of office is for one year, is aligned with FMHAC's governance year, and members may be appointed to successive terms.
- 3.6 Only dues-paying members in good standing with FMHAC are eligible to serve on this committee.

4. OBJECTIVE – Recognize student success through application review and coordination of our annual conference, honoring student recipients in the field of forensic mental health.

- 4.1 To oversee the coordination of the scholarship application process.
- 4.2 To review all scholarship application submissions and determine if each applicant meets the criteria of eligibility.
- 4.3 To provide recommendations of recipients to the FMHAC Board of Directors.
- 4.4 To work collaboratively with FMHAC staff with marketing to promote the scholarship opportunities.
- 4.5 Contact applicants to notify regarding status and collect missing materials.

5. OPERATIONS

- 5.1 The committee will meet as often as the committee co-chairs and the committee staff liaison deem necessary to perform the committee's objectives through in-person meetings and conference calls.
- 5.2 While voting on a motion that will come before the Board, the basic requirement for adoption by committee members with a quorum is a Majority Vote. A majority is more than half of the votes cast by the committee "voting members".
- 5.3 All attempts will be made for meeting notifications to be sent out to committee members by the committee staff liaison at least one week prior to the scheduled meeting time. The notifications will include the agenda and supporting materials necessary to inform members of the content and nature of the meeting.
- 5.4 Meeting minutes will be distributed to the committee members by the committee staff liaison no more than 14 days after the meeting.