



**Title:** Director of Fellowships  
**Category:** Volunteer  
**Reports To:** Executive Council

**Number:** JD 05  
**Effective:** 09/21/2020  
**Last Modified:** 09/21/2020

### Position Summary

The Director of Fellowships<sup>1</sup> oversees and manages the Fellowship and Scholarship Programs of the Tau Beta Pi Association Inc., (the Association) including the development of guidelines and policies related to the awarding of fellowships and scholarships and the process of considering candidates.

### Background

The Director of Fellowships shall:

- Serve as chair of the Fellowship Board<sup>2</sup>;
- Recommend Association members who are interested in serving on the Fellowship Board to the Executive Council (EC);
- Receive input from the EC and the Executive Director to determine the number of Fellowships and Scholarships to be awarded each year, in consideration of financial resources and broad organization initiatives;
- Maintain and update, as necessary, the rules and regulations governing the Fellowship and Scholarship Programs;
- Prepare procedures for the Fellowship Board's review and selection of Fellows and Scholars;
- Represent the EC at District Conferences as needed;
- Comply with all Association policies and procedures.

### Qualifications and Experience

The Director of Fellowships must be an alumnus or alumna member of Tau Beta Pi.

Five or more years of experience as a member of a scholarship or fellowship selection committee such as serving as a panelist of the National Science Foundation Graduate Research Fellowship Program is desirable.

Having served on the Tau Beta Pi Fellowship Board is desirable.

Previous experience as an Association Official is desirable.

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<sup>1</sup> Association Constitution Article XI, Section 5(c)

<sup>2</sup> Association Constitution Article XI, Section 9