



**Chief Floyd Simpson**

***Leadership  
Scholarships  
Program***



## CHIEF FLOYD SIMPSON LEADERSHIP SCHOLARSHIP PROGRAM

### INTRODUCTION

The following policies and procedures provide for the criteria for selection of the Chief Floyd Simpson Leadership Program (Program) scholarship awards, the selection of Chief Floyd Simpson Leadership Scholarship Committee (Committee) Members, and the overall management of the Program.

### APPLICABILITY

The Program administers three scholarships, described in more detail in subsequent sections:

- i. The Certification Scholarship Award
- ii. The Academic Scholarship Award
- iii. The Conference Scholarship Award

There shall be one scholarship in each category; the chair of the committee may authorize more than one award per category if there are no applicants in another category.

### SCHOLARSHIPS

Each scholarship is a one-time award; however, previous applicants and past scholarship recipients are eligible to reapply. One academic scholarship in each category is awarded annually.

#### **Certification Scholarship**

Individual CBSHRM members may apply for this \$500 award to support their pursuit of professional certification. Funds may be used for any combination of test preparation and exam fees.

#### **Eligibility for Scholarship**

To be considered for this scholarship:

- You must be a current CBSHRM member in good standing as of March 1st.
- You must be preparing to sit for a professional HR certification. Members who have already taken a certification exam in the current calendar year are also eligible to apply.
- Must be a Board member or an active committee member in CBSHRM.

## **Academic Scholarship**

Individual CBSRHM members may apply for this \$500 award to support their pursuit of a graduate or undergraduate college degree. Funds may be used for any combination of tuition, books or other course-related fees.

### **Eligibility for Scholarship**

To be considered for this scholarship:

- You must be a current CBSHRM member in good standing as of March 1st.
- You must be enrolled in a degree-seeking program pursuing an undergraduate, masters or doctorate degree in an HR-related field (includes business, psychology, organizational development, etc.) through an accredited institution of higher learning. Full-time, part-time, online and distance learning programs are acceptable. Scholarships are for college degree programs only, and may not be used to attend professional development seminars.
- You must be accepted and ready to begin your studies within six months following notification of the award. Scholarship recipient will be required to provide evidence of acceptance or enrollment in an HR-related program of study in order to claim their award. Applicants who have already completed their studies are not eligible for this award and may not apply for a scholarship to cover past expenses.
- Must be a Board member or an active committee member in CBSHRM.

## **Conference Scholarships**

Individual CBSHRM members may apply for this award to support their attendance and participation at the SHRM Annual Exposition or the HR Southwest Conference. This award may be used to reimburse Conference fee, transportation, or lodging.

### **Eligibility for Scholarship**

To be considered for this scholarship:

- You must be a current CBSRHM member in good standing as of March 1st.
- Must be a Board member or a committee member in CBSHRM.

## COMMITTEE MEMBER GUIDELINES

### Eligibility for Membership

Appointed membership on the committee is limited to CBSHRM members who are in good standing.

### Terms

The term for a member is three years, with the possibility of one additional consecutive term. Eligibility is effective again after a hiatus of one year.

### Staggered Terms

Appointed terms are staggered in the initial construction of a committee in order to provide for continuity.

### Selection of Members

Members are described in committee descriptions as elected and appointed.

Appointments to the Committee begins in January 1 each year. A list of the committee's membership is sent to the President in January for approval.

### Filling Vacancies in Unexpired Terms

The Chair of the committee will appoint a committee member to fill a vacancy created by an unexpired term. The appointed member will serve the remaining term of the vacated position. A partial term has no bearing on eligibility of the person's own right to appointment.

## SELECTION OF COMMITTEE MEMBERS

During the regular chapter election cycle, the Vice President of Professional Development shall make a recommendation to the Board on members for the coming year. The members shall serve during the term of their appointment unless relieved of this duty by the Chair or the President.

Scholarship committee membership shall include the following:

1. Scholarship Committee Chair
2. Five committee members.

### Scholarship Committee Chair

The Chair of the Committee is the Vice President of Professional Development and oversees the committee membership appointments.

## **Scholarship Committee Members**

The Committee shall meet as required to consider applications for scholarships originating from CBSHRM members, and shall select the awardees of the scholarships. The Committee meetings may be in person, by conference call, or via email as required to provide timely review and selection of applicants.

If the employee of a Committee member is under consideration for a scholarship, the Committee member shall recuse him/herself from consideration of the application. The Chair may appoint a temporary Committee member, if necessary, to assist in consideration of these applications

## **Responsibilities**

### **Chair of the Committee Responsibilities:**

1. Providing scholarship information to the President of CBSHRM for dissemination to membership by February 15 of each year for return to the Chair of the committee no later than March 15 each year.
2. Holding committee meetings as required.
3. Reviewing scholarship applications with the Committee and tallying votes.
4. Notifying the President of CBSHRM and the Board on the selection of Awardees.
5. Notifying the applicants on their status as an Awardee by November 15 each year.
6. November of each year review the scholarship requirements with the committee and formulate changes as required for Board approval.
7. Recognize awardees during the Annual HR Excellence Awards.

### **Committee Member Responsibilities:**

1. Responding to requests from the Chair.
2. Reviewing scholarship applications for completeness and scoring them based on the scholarship criteria.
3. Recommending changes to the scholarship program as appropriate.

**CBSHRM VP of Finance Responsibilities:**

1. Ensuring adequate funds are available for scholarships during the budget process of the Board.
2. Communicate to the Chair of the Scholarship Committee NLT January 1<sup>st</sup> each year on the amount of funds authorized by the Board.
3. Upon notification from the Chair on the selection of the scholarship recipients, prepare the scholarship checks to be presented to awardee/s, and/or mail the checks to the awardee/s.

**2017 Scholarship Committee (Term)**

Chair: (1 year)

Jerry Henry, Director of Human Resources, Del Mar College

Members:

Board of Directors, CBSHRM

**2018 Scholarship Committee (Term):**

Chair:

VP Professional Development

Members:

(3 year)

(1 Year)

(2 Years)

(2 Years)

(3 Years)