

Director of Awards & Scholarships

Job Description: 2-year renewable, Officer, voting

In addition to the general TSA Board responsibilities, the Secretary records and summarizes the minutes of all Board and Executive Committee meetings, archiving the organization's records.

The Director of Awards & Scholarships provides leadership for the Awards, Scholarships, and Grants Committee and serves as the primary liaison between the committee, Board of Directors, and Executive Director.

The committee oversees TSA's established awards, scholarships, and grants, including but not limited to:

- R. L. Shep Memorial Book Award
- Research Travel Grant
- TSA Symposium Scholarships and Financial Aid Programs
- Other Board-approved awards, scholarships, and grants

Responsibilities & Activities:

- Convene and facilitate committee meetings.
- Develop meeting agendas in collaboration with the Executive Director.
- Ensure meeting notes and committee records are maintained.
- Serve on all award, scholarship, and grant review processes administered by the committee.
- Recruit and orient committee members in consultation with the Executive Director.
- Ensure conflicts of interest are disclosed and managed according to TSA policy.
- Present committee reports and recommendations to the Board of Directors.
- Monitor annual timelines and ensure award, scholarship, and grant processes remain on schedule.
- Review committee procedures and recommend updates as needed.
- Support succession planning by mentoring future committee leadership.
- The Director serves as a voting member of all review panels administered by the committee.

Registration fee waivers or complimentary access for non-symposium programs, including webinars, roundtables, Textile Talks, Textiles Close Up programs, workshops, and similar activities, are administered by the Executive Director in accordance with TSA accessibility and participation policies and do not require committee review.

Average Work Hours/Week: Estimated at 5-10 hours/week, Volunteer, unpaid.

Responsibility to the Board:

All Board members, whether elected or appointed, are expected to attend all Board meetings,

and required to attend 75% of Board meetings in a two-year cycle. The cadence is decided at the first January board meeting

All Board members are required to sign a copy of the conflict of interest statement.

All Board members are expected to keep the TSA Shared Google Drive materials up to date.

All Committee Chairs post a report on the TSA Shared Google Drive with a synopsis of the major contributions and changes that have occurred during their term as chair.