

## HISTORIAN-SCHOLARSHIP/AWARDS CHAIRPERSON

The HISTORIAN-SCHOLARSHIP/AWARDS CHAIRPERSON shall:

- Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.
- Chair the scholarship/awards committee appointed by the President.
- Contact in writing each of the chairpersons of the colleges and universities offering four-year business teacher certification of the availability, criteria, and deadline for applying for the PBEA scholarship.
- Review all applications received by an appropriate deadline as set by the Scholarship Chairperson and report the recommendations of the scholarship committee at the summer or early fall meeting of the Executive Board.
- Receive nominations for the Educator of the Year and Friend of Business Awards and apply guidelines set forth in the nomination application.
- Send the records and supplied materials of all nominees along with a rubric to the members of the Awards committee. Each committee member shall review said records and materials and complete the rubric, which shall be mailed back to the Chairperson for tallying.
- Order the Educator of the Year and Friend of Business Awards and deliver them to the conference for presentation.
- Maintain a supply of past president's pins and arrange for presentation at the conference and have banner available for display.
- Submit four weeks prior to the conference the information on the awardees to the conference chairperson to be included in the conference program.
- Present awards and scholarship at the conference luncheon.
- Prepare an article concerning the awards and scholarship recipients and submit the article for PBEA publication.
- Update the history of PBEA, people, places, and events.
- Secure from the Executive Board and PBEA membership materials and information to add to the library files of PBEA now retained by the Historian.
- Orient the incoming Historian-Scholarship/Awards Chairperson to the duties of that office and turn over all materials at the conclusion of the conference to the incoming Chairperson or to the President if not reappointed.
- Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.