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| **APPLICATION INSTRUCTIONS** |
| **Complete Application****Required Accompanying Documents****Application Submission****Notice of Receipt and Results** | * Candidates interested in serving on the IAEM Scholarship Commission must complete and submit this application **along with the accompanying documents listed below in one PDF.**
* The question fields will expand to provide additional space as you answer the questions. Please keep the answers to **no more than 300-500 words**.
* Incomplete applications will not be considered.
* **Letter of Intent** expressing desire to serve as a commissioner, as well as willingness to devote the necessary time to participate in online scholarship reviews, commission meetings, and fundraising activities. [Maximum of one page]
* **Current Resume**
* Submit completed applications to IAEM Scholarship Program Manager Dawn M. Shiley, CAE at dawn@iaem.com by **September 15*.***
* Candidates will receive confirmation that the application was received by IAEM HQ.
* Candidates will be notified of the results this fall.
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| **APPLICANT INFORMATION** |
| **NAME** |  | **EMAIL** |  |
| **COMMISSIONER CATEGORY(IES) ELIGIBLE TO SERVE** asindicated by your current employment/location/affiliation with Scholarship Program (e.g., donor, student, academic, federal, state, INGO, private sector, etc.) See the list on the last pages of this application for a complete list of commissioner categories. | **1.****2.****3.****4.** |
| **AREAS TO ADDRESS** |
| **What drew you to the position of IAEM Scholarship Commissioner? Please provide an example of any work with students as well as your perspective on students of emergency management.** |  |
| **What skills do you have that you believe will be meaningful in this role?** |  |
| **Describe your qualifications to serve as a commissioner for the category or categories of participation for which you want to be considered (see chart of** **Commission categories attached)?**  |  |
| **Describe how your experience in emergency management translates into being an effective Commissioner, such as meets assigned deadline, works well in a team, maintains competency through professional development opportunities, etc. Provide examples.** |  |
| **Describe examples of your ability to make unbiased decisions**. |  |
| **Describe examples of your ability to preserve confidentiality.** |  |
| **The IAEM Scholarship Commission leads the fundraising efforts for the program. What experience do you have with fundraising? How do you see yourself participating in this effort?** |  |
| **Describe your experience using digital and online tools, such as Microsoft Teams, Google Drive, web-based application systems/interactive product. Provide examples.** |  |
| **Describe your ability to work as a member of a team, especially in terms of your leadership, adaptability, communication, accountability, respect etc. Provide examples.** |  |

The IAEM Scholarship Commission is looking for candidates to fill at least 11 openings for the Class of 2026*.* This class will serve from Jan. 1, 2024, to Dec. 31, 2026*.* There are additional five openings in the Class of 2025, serving until Dec. 31, 2025, and one opening in the Class of 2024 serving until Dec. 31, 2024.

**Commissioner Duties**

* Guide and participate in the annual scholarship awards process. The Commission reviews past application procedures to provide beneficial updates and guidelines prior to an application period. Online application reviews are conducted annually, and commissioners are expected to review, on average, 20-30 applications, based on volume, within a 30-day window. Interested applicants must be detail-oriented, responsive via email and phone, and possess clear, concise writing skills.
* The commission holds monthly meetings to conduct the business of the commission. Eleven meetings a year are held in the Go to Meeting portal. One in-person meeting is conducted at the IAEM-USA Annual Conference, and commissioners are encouraged to attend. Occasionally, commissioners may be asked to serve on a short-term ad-hoc working group related to a topic of discussion on the Scholarship Commission.
* Assist with fundraising and marketing efforts.
* Recommend program policy changes and status to the IAEM-USA Board of Directors.

**Commissioner Attributes**

* A Commissioner should have an appreciation of students and the study of emergency management.
* A Commissioner should understand and have an appreciation for the emergency management career field.
* A Commissioner should possess experience in the field of emergency management and have demonstrated longevity. (This attribute is not necessary for the IAEM Student Member Representative and may not be relevant to the Past Scholarship Recipient Representative if the recipient is a recent graduate with little experience.)
A Commissioner should have proficiency in the industry.
* A Commissioner should be able to attend meetings, conduct reviews, assist in commission projects, and help with fundraising.

**Positions Available**

IAEM is looking for individuals to fill specific open seats (listed below) on the Commission. However, any interested individual is encouraged to apply, as we are looking to identify people who are willing to serve as alternates to represent each category within the Commission should seats become available mid-term. A Chart of Commissioner Categories is provided below.

**OPEN SEATS**

**Class of 2026, serving from Jan. 1, 2024, to Dec. 31, 2026**

* Academia Representative
* Donor Representative
* IAEM-USA Member Representative
* INGO (including VOAD and Faith-based Organizations) Representative
* Past Scholarship Recipient
* Private Sector Industry Representative
* Student Representative
* Uniformed Services/Military Representative

 **Class of 2025, serving from appointment date to Dec. 31, 2025**

* Academic Representative
* Healthcare/Public Health Representative
* IAEM-Oceania Member Representative
* Member-at-Large, Global
* Student Representative

 **Class of 2024, serving from appointment date to Dec. 31, 2024**

* Founders Representative
* Student Representative

**IAEM Scholarship Commission Composition**

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| Academia Representative (3) | Educators specializing in emergency management  |
| Donor Representatives (3) | IAEM members who have supported the Scholarship Program through donations |
| Member-at-Large – United States (1) | IAEM-USA Council member  |
| Member-at-Large – Global (1) | IAEM member from any council, except IAEM-USA |
| Past Scholarship Recipient (1) | Individual that earned a scholarship through the IAEM Scholarship Program |
| Founders Representative (1) | Member of one of the Scholarship Program’s founders’ family - the program was founded by Robert Bohlmann and Robert Durgin |
| Private Sector Industry Representative (3) | Emergency managers from for-profit organizations, or IAEM members who are with for-profit organizations |
| IAEM-Canada Council Representative (1) | IAEM-Canada Council member  |
| IAEM-Oceania Council Representative (1) | IAEM-Oceania Council member |
| IAEM-USA Council Representative (1) | IAEM-USA Council member |
| IAEM Student Member Representative (3) | IAEM Student member – no geographic restrictions |
| Federal or State Level EM Representative (1) | Emergency managers working in at the federal or state level. |
| INGO (Including VOAD and Faith-based Organizations Representative (3) | Emergency managers and disaster managers working in the INGO sector, which includes VOADS, faith-based organizations, and other similar organizations. |
| Healthcare/Public Health Representative (1) | Emergency managers in the healthcare or public health sector.  |
| Uniformed Services/Military Representative (1) | Emergency Managers that are active duty or reserve military.  |
| IAEM-USA Board Representative (1) | IAEM-USA Board member who is appointed to serve on the Commission as an active member |
| IAEM-Global Board Representative (1) | IAEM-Global Board member who is appointed to serve on the Commission as an active member |