

# Call for IAEM Scholarship Commissioners

## Class of 2021 and Class of 2020

### Deadline to Apply is July 31, 2019

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The IAEM Scholarship Commission is seeking candidates to fill five openings in the Class of 2020, serving from Jan. 1, 2020 to Dec. 31, 2021, and two in the class of 2020, serving from Jan. 1, 2020 to Dec. 31, 2021.

The Scholarship Commission is appointed by the IAEM-USA Board of Directors to conduct the business of the Scholarship Program. The **major duties** include:

- 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 Meeting, 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.

## Open Positions

We are specifically looking for individuals to fill specific seats 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 available in Attachment 1.

The following positions are open in the Class of 2021, serving from Jan. 1, 2020 to Dec. 31, 2021.

- Academia Representative
- Donor Representative
- Founders Representative
- IAEM-Canada Council Representative
- Member-at-Large

The following positions are open in the Class of 2020, serving from Jan. 1, 2020 to Dec. 31, 2021.

- IAEM Student Member Representative
- Past Scholarship Recipient Representative.

## How to Apply

To apply to be an IAEM Scholarship Commission member, you must submit an application packet to IAEM Scholarship Program Director Dawn M. Shiley, [shiley@iaem.com](mailto:shiley@iaem.com), by **July 31, 2019**. The packet must include:

- Letter of Intent
  - Expresses your desire to serve on the Commission
  - Indicates that the applicant will be able to devote the necessary time to conduct annual application review, attend meetings, and help with projects and fundraising (at least 60 hours per year)
  - Indicates the Commission Position (or Positions) that you are qualified to fill and why.
- Current Resume (Limit to two pages maximum)

**Strong applications will provide examples to demonstrate the following desired criteria:**

- Articulates how own experience in emergency management translates into being a good Scholarship Commissioner
- Ability to meet time commitment required by the Scholarship Commission
- Ability to work in an unbiased and confidential manner
- Demonstrated commitment to promoting the IAEM Scholarship Program
- Experience using digital/online tools
- Ability to work as a member of a team
- Clear, concise writing skills and attention to detail.

## Scholarship Commission Composition

Academia Representative (1)	Educators specializing in emergency management
Donor Representatives (2)	IAEM members who have supported the Scholarship Program through donations
Member-at-Large – United States (2)	IAEM-USA Council member
Member-at-Large – Global (1)	IAEM member from any council, but 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 Representative (1)	Emergency managers for 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 (1)	IAEM Student member – no geographic restrictions
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