

## **P.E.O. INTERNATIONAL PEACE SCHOLARSHIP FUND**

The P.E.O. International Peace Scholarship Fund Committee representative will serve a two year term which shall include participation on the Provincial Projects Committee. The Vice President and the Treasurer of Manitoba-Northwest Ontario Provincial Chapter shall serve as Advisors.

The P.E.O. International Peace Scholarship (IPS) Committee representative is responsible for organizing, informing, and motivating the Manitoba-Northwest Ontario chapter chairmen in all their IPS promotion efforts. Their primary goal is to encourage chapters to sponsor women who qualify for this scholarship.

The duties of the P.E.O. International Peace Scholarship Fund Committee representative shall be to:

1. Become familiar with the bylaws of Manitoba-Northwest Ontario Provincial Chapter pertaining to this project. See Article V Section 2.
2. Maintain close contact during the year with Provincial Advisors.
3. Act as liaison between International Chapter and the Manitoba-Northwest Ontario chapters on all matters related to IPS.
4. Provide a contribution to fall Projects Newsletter regarding IPS.
5. Act as a resource for chapters providing current information pertaining to IPS, including:
  - a) Sending all correspondence to Provincial President and Projects Committee Advisors for approval prior to distribution;
  - b) Forwarding scholarship application information materials to local chapters upon request;
  - c) Assisting local chapters with applications for scholarships as requested;
  - d) Maintaining, updating and sending programs to local chapters upon request;
  - e) Meeting with chapters when requested to talk about project.
6. Maintain a list of scholarship recipients.
7. Provide the Provincial Historian with recipient write-ups.
8. Participate in Projects Night at the annual Provincial Convention.
9. Set up a display at Provincial Convention with current information about IPS.
10. Prepare and present a workshop as requested by the Provincial President.
11. Prepare a report to be given at Provincial Convention and to be printed in the Proceedings. Email a typed report, to the Provincial Secretary by April 1.
12. Keep a file of current information relative to the projects; this includes purging files of old and out of date information. When term is completed, pass on current file and all supplies to new chairman.

Chairmen of Provincial committees are members of Convention and are entitled to a vote. Provincial Chapter shall pay for Convention meals, excluding banquet, for chairmen of Provincial committees. Provincial Chapter shall pay necessary expenses as authorized by the Executive Board. These receipts shall be submitted to the Provincial Treasurer prior to Convention.