

# Awards & Scholarships Committee

## Chair Responsibilities

*Source: Florida Association of City Clerks committee page (captured February 17, 2026).*

### Letter of Support

- Before accepting the position of Committee Chair, the member shall provide a letter of support from his or her city to the FACC President.

### Committee Coordination

- The chair serves as a coordinator and oversees the committee, acting as a liaison between the committee and the Board of Directors. The chair should ensure committee members understand their duties, organize the members, establish a meeting calendar (including proposed timeframes), and be available to answer questions from committee and board members during the term.

### FACC Board Meetings

- The chair should plan on attending all FACC Board meetings. When a required report is due, the chair will prepare an agenda item for inclusion in the Board agenda packets; if there has not been any committee activity and a report is not warranted, the chair shall email FACC staff to notify them an agenda item is not being submitted.