

Awards Selection Coordinator

Supervision received: Regional Volunteer Development Coordinator

General Responsibilities: The Awards Selection Coordinator coordinates the awards selection process for the region.

Specific Responsibilities:

- Chair the awards selection committee.
- Recruit and convene a diverse selection committee(s) consisting for the awards. The committee(s) will be minimally 5 members and not to exceed 10.
- Lead the committee in the review of nominations and selection of recipients for all region awards, including individual and programming.
- Works with the NACA Office to create award applications, promote award selection timeline and encourage members to nominate peers, programs, and items.
- Coordinates the announcement of award winners at the regional conference.
- Keep records of all award recipients and winners.
- Submit all award recipients to the NACA Office no later than two weeks after the conference.
- Attends all regularly scheduled regional meetings. (Note: This position does not attend the winter/summer meeting. This position will report the day prior to the conference start with the rest of the planning committee).
- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions Principles* to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Adheres to minimum guidelines for regional conferences.

Region Specific Information (if applicable):

- List of awards given
- Specific committee(s) composition

Terms of Service: January 1 through December 15; June 1 through April 30 for Northern Plains

Qualifications:

- The Awards Selection Coordinator must be a full time professional staff member at a NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The volunteer must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.).