

Showcase Selection Coordinator

Supervision received: Business Networks Coordinator

Supervision exercised: Showcase Selection Committee

General Responsibilities: The Regional Showcase Selection Chair facilitates all aspects of the regional showcase selection meeting process.

Specific Responsibilities:

- Forwards recommendations on Showcase Selection Committee appointment for approval to the Business Networks Coordinator, Volunteer Development Coordinator and Regional Conference Program Chairperson.
- Accepts showcase application materials from NACA associate members.
- Confirms payment of appropriate fees with NACA Office (ex: membership, CAMP, etc.) within the time frame specified per policy.
- Forwards any payments received to NACA Office.
- Completes opening and cataloging of application materials no less than two weeks prior to beginning of selection committee meeting, utilizing checklist provided by NACA Office.
- In conjunction with NACA Office, contacts applicants as necessary to confirm materials submitted and received and follow up as needed regarding missing materials and/or payments.
- Prepares materials for review by showcase selection committee members.
- Coordinates and supervises the showcase selection process for regional events as per printed policy.
- Votes only in case of a tie.
- Completes showcase selection process and forwards results to NACA Office within the time frame specified per policy.
- Forwards all technical specifications information to Showcase Production Coordinator
- Forwards all showcase applications with pricing information to the Communications Coordinator
- Forwards notification of results to all agencies for acts not selected within the time frame specified per policy.
- Integrates NACA goals, initiatives, and relevant Strategic Plan objectives in all aspects of position responsibilities.
- 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 the development of programs and services for the Association's members.
- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA policies and procedures as well as other applicable laws and regulations.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year (For Northern Plains, March 15 of the current year through May 30 of the next year)

Qualifications:

- The Showcase Selection Chairperson must be a full time professional staff member at an 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 Showcase Selection Coordinator 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.).
- The Showcase Selection Coordinator must have served on a regional conference showcase selection committee at least one time.

This person must not be a current or former employee or intern of an NACA associate member firm or agency, or plan to be employed by or be an intern for an NACA associate member firm or agency within the next NACA fiscal year.