



Awards Committee Chair

The Awards Committee Chair will lead the Awards Committee in overseeing the nomination, evaluation, and selection process for NACA awards, including Achievement Awards and Regional Awards.

Key Competencies: Policy Knowledge Development and Management, Cultivating a Sense of Belonging, Recruitment and Retention

Specific Responsibilities:

- In conjunction with office staff, selects a diverse and representative team, assisting in the solicitation of additional volunteers as necessary.
- Schedules and facilitates conference calls, as needed.
- Lead the Awards Committee in:
 - Assessing and developing recommendations to continuously offer an equitable awards process.
 - Designing and implementing recognition programs which enhance volunteer appreciation and recognition efforts.
 - Encouraging award nominations from NACA members.
 - As needed, assisting Regional Leadership Teams in coordinating and facilitating the regional awards process.
 - *Including but not limited to: encouraging nominations, creating an announcement plan, reviewing awards annually, selecting a judging committee, and developing a recognition plan.*
- Integrates and supports principles of diversity, equity, and inclusion, educating committee members.
- Maintains a thorough knowledge, understanding, and adherence to NACA Policies and Procedures.
- Leaders (defined as Chair, Coordinator, or Facilitator) may be periodically asked to provide reports to the Board of Directors. Reports will include updates from their team towards the group charge and/or strategic plan.
- Additional responsibilities as assigned and agreed upon with NACA office staff liaison.

Qualifications/Expectations:

- Must be a full-time professional staff member at an NACA member institution.
- Supports NACA programs through attendance whenever possible.
 - *While there are benefits to on-site participation, NACA recognizes it is not always financially feasible.*
- You are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- If the volunteer changes jobs during the position's term, the NACA Volunteer Development Specialist must be informed of this change within two weeks.
 - *The new school must also be a NACA member. If not a member school, the school must join as a member within 30 days of hiring.*

Association Support:

- Access to NACA Google Drives
- NACA Office Liaison: Volunteer Development & Operations Coordinator

Term of Service/Time Commitment: 2 years, May - April

- Approximately 2-3 hours a month, including meetings and independent planning/organization
- Time commitment is dependent upon active projects.

Supervision Exercised: Award Committee members

Competencies:

- Relationship Development
- Professional Development
- Recruitment and Retention
- Policy Knowledge Development and Management
- Volunteer and Staff Management
- Cultivating a Sense of Belonging