



### **Awards Committee Member**

*The Awards Committee will oversee the nomination, evaluation, and selection process for NACA awards, including Achievement Awards and Regional Awards.*

**Key Competencies:** Policy Knowledge Development and Management

#### **Specific Responsibilities:**

- Reviews and scores all Achievement Award nominations based on provided rubric.
- Assesses and develops recommendations to continuously offer an equitable awards process.
- Designs and implements 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.*
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

#### **Qualifications/Expectations:**

- The Awards Committee Member must be a student, undergraduate or graduate, part-time employee, or full time professional at a 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:**

- Awards Committee Google Drive
- Award nomination packet & judging rubric
- NACA Office Liaison: Volunteer Development Specialist

**Term of Service/Time Commitment:** 1 year, May 1 – April 30

- Approximately two to three hours a month, including meetings and independent work.
- When scoring nomination material, time commitment is dependent upon nomination materials.

#### **Competencies:**

- Relationship Development
- Professional Development
- Policy Knowledge, Development, and Management
- Volunteer and Staff Management