

Awards Chair Job Description

Program Description

The CASE District II Awards Program is the largest volunteer effort of the District. It is comprised of two distinct awards programs: the Achievement Awards, honoring outstanding colleagues, and the Accolades Awards, honoring outstanding publications and programs. The Awards Program is overseen by an Awards Chair (or co-chairs) who serve on the CASE District II Board of Trustees for two-year terms (renewable once).

The Achievement Awards is a volunteer-run program which recognizes outstanding colleagues within CASE District II. It includes 4 achievement categories and 3 recognition categories as follows: Chief Executive Leadership Award, Robert L. Payton Award for Voluntary Service, Professional of the Year, Rising Star Award, Retirement Recognition (including Lifetime Service), and Quarter Century awards. Any DII member is eligible to enter, and self-nomination is permitted in recognition categories only. The Achievement Awards program is a companion program to the Accolades Awards and together they make up the largest volunteer effort in the District. The program is managed by the District Awards Chair/Co-Chairs. Accolades Award Winners are celebrated at a luncheon during the annual district conference.

The Accolades Awards is a volunteer-run program which recognizes outstanding publications and programs within CASE District II. It includes approximately 40 different categories in the following areas: alumni relations, communications, design, development, grant writing, magazines, marketing, news writing, photography, portals, publications, and Web. Any DII member institution is eligible to enter and several categories offer subcategories for particular institution or publication type. The program is the largest volunteer effort in the District and is managed by the District Awards Chair/Co-Chairs and a team of Executive Committee members who then oversee the host judges for each category (approximately 10 categories/judges each). Accolades Award Winners are celebrated at a reception during the annual district conference.

Position Detail

The Awards Chair is charged with serving as a resource for all Awards Program Volunteers (approximately 45-50 executive and front line volunteers, not including Accolades Panel members).

Responsibilities include managing the identification and recruitment of Executive level volunteers for both programs (Achievement Co-Chairs and Accolades Executive Committee), in addition to Accolades Host Judges, Achievement Committee members, and sourcing potential panel judges for the Accolades program. The Chair is responsible for updating and

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maintaining the volunteer handbooks and guidelines which exist for both programs and for communicating volunteer expectations during the recruitment process. The Chair, in concert with executive leadership within the Awards program, also establishes and adheres to the timeline for both awards programs (most active from July-February of each academic year) and administers program deadlines and policies. The Awards Chair manages the content for the Awards Web pages (in concert with the Board Communications Chair and CASE HQ) and is responsible for making timely updates as the program timeline dictates. The Chair also markets both programs through email and social media and is available to answer questions of entrants/nominators throughout the process.

The Chair also serves as a representative on the CASE District II Annual Conference Executive Committee and is charged with organizing and orchestrating both award celebration events- the Achievement Awards Luncheon and the Accolades Awards Reception in concert with the Board Chair, Conference Chairs, and appropriate Conference Operations Committee members.

Previous experience as an Awards Volunteer (either Accolades or Achievement) is preferred when recruiting the District Awards Chair and preference is giving to volunteers who have demonstrated timely and thorough follow-through in their roles. Experience with document sharing (specifically Google) is preferred.

At times, the Chair is called upon to provide overall program feedback to CASE HQ as requested.

**Note that for the 2015 Awards Cycle much of the process will be migrated to an online management tool. This will be a learning process for all!*

Requirements & Time Commitment

The Awards Chair, as a member of the DII Board, is expected to attend 3 board meetings a year (typically June, October, and February). In addition, the Awards Chair should plan to attend any executive committee gathering of the conference planning committee. A summer board planning retreat may also be scheduled at the discretion of the Board Chair. Expenses for board meeting attendance are covered by CASE District II.

Though specific timelines are refreshed each academic year, the general timeline is as follows:

Spring/Early Summer - Feedback on volunteers, recruitment of new volunteers in concert with executive level volunteer leadership, feedback on Program changes. May be asked to participate in 2-3 conference calls, one hour in duration or less. Web updates and online program support updates in concert with CASE HQ.

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Mid-Late Summer/Early Fall- Program launches, must be available for marketing preparation, final recruitment. Begin preparations regarding conference awards events. May be asked to participate in 2-3 conference calls (one hour or less). Must also be available to answer member questions about entry guidelines and provide feedback and timely support to program volunteers.

October/November- Program deadline is typically mid-October. Must be available to insure assigned Host Judges are completing their assignments and sending you winning entry materials (via email and hard copy).

December- District marketing of award winners, guest preparations for Achievement winners, final details for Conference events.

January/February- Attendance at the conference, and assistance at awards-related events as host and presenter.

Volunteer Structure

