

Accolades Host Judge Job Description

Program Description

The Accolades Awards is a volunteer-run program which recognizes outstanding publications and programs within CASE District II. It includes approximately 30 different categories in the following areas: alumni relations, communications, design, development, grant writing, magazines, marketing, digital media, news writing, photography, 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 luncheon during the annual district conference.

Position Detail

Accolades host judges are charged with coordinating and judging individual categories. Host judges report directly to a member of the executive team. Responsibilities include recruitment of panel judges, communicating with executive team with regard to time line, deadlines, and progress. Host judges oversee the judging process and selection of winners, compile winning entry information, and log information into Google form. Host judges must also be available to jury panel judges for guidance and questions in concert with executive team and DII Awards Chair/Co-Chairs. Previous experience as a host Judge or panel judge is preferred, but not required, but all volunteers in the host judge role must demonstrate timely and thorough follow-through in that role.

At times, Host Judges are called upon to provide overall program feedback and operational support.

Accolades Host Judge Job Description

Requirements & Time Commitment

Summer/Early Fall- Host judges recruited. Program launches, must be available for questions and panel recruitment. May be asked to participate in 1-2 conference calls (one hour or less) with committee and phone/email exchanges with Host Judges. Finalize panel of judges and collect and record entries.

October/November- Program deadline is typically mid-October. Must be available to oversee judging panel and process and compile winning information and enter into Google forms for Executive committee.

January/February/March- Attendance at the conference, and assistance at awards-related events, is appreciated, but not required.