

Accolades Executive Committee 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

The executive committee is charged with serving as a resource for host judges. Responsibilities are divided equally so that each executive team member oversees approximately 10 categories. Responsibilities include assisting Awards Chair/Co-Chairs in recruitment of Host Judges, assisting Host Judges in recruitment of panel judges, communicating with host judges with regard to timeline, deadlines, and progress, collecting winning entry information, logging winners' information in Google docs. Executive team members must also be available to host judges for guidance and questions in concert with DII Awards Chair/Co-Chairs. Previous experience as a Host Judge is preferred when recruiting Executive Committee volunteers and preference is giving to Host Judges who have demonstrated timely and thorough follow-through in that role.

At times, the Executive Committee is called upon to provide overall program feedback and operational support (marketing, social media, proof reading, and conference event support).

Requirements & Time Commitment

Spring/Early Summer - Feedback on Host Judges, recruitment of host judges, feedback on Program changes. May be asked to participate in 2-3 conference calls, one hour in duration or less.

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Mid-Late Summer/Early Fall- Program launches, must be available for marketing feedback, available to assist host judges with questions and panel recruitment. May be asked for input regarding conference awards events. May be asked to participate in 2-3 conference calls (one hour or less) with committee and phone/email exchanges with Host Judges.

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 information (via Google form). Must be available to inform award winners of their honored entries and invite them to attend the Annual Conference.

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