

## Accolades Panel Judge Job Description

### **Program Description**

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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 panel judges are charged with judging individual categories. Panel judges report directly to a host judge. Panel judges participate in the judging process and selection of winners, compiling winning entry information, and assisting host judge with winning entries. All volunteers in the panel judge role must demonstrate timely and thorough follow-through in that role and maintain confidentiality in the judging process.

### **Requirements & Time Commitment**

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**Spring/Early Summer** - Panel judges recruited.

**Mid-Late Summer/Early Fall**- Panel judges finalized and program launches.

**October/November**- Program deadline is typically mid-October. Panel judges review entries and select winners, in conjunction with host judges. Assist host judge in compiling winning entries.

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