

## Achievement Chair Job Description

### **Program Description**

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The Achievement Awards is a volunteer-run program which recognizes outstanding colleagues within CASE District II. It includes 4 achievement categories as follows: Chief Executive Leadership Award, Robert L. Payton Award for Voluntary Service, Professional of the Year, and Rising Star Award. 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. All award winners are celebrated at a luncheon during the annual district conference.

### **Position Detail**

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The Achievement Chair is charged with overseeing a committee of approximately 12-16 volunteers who will select honorees on an annual basis. This position can also be co-chaired at the discretion of the District Awards Chair/Co-Chairs. Responsibilities include assisting Awards Chair/Co-Chairs in recruitment/retention of Achievement Committee members, receiving and organizing nomination materials, communicating with committee members with regard to timeline, deadlines, and process, scheduling and orchestrating conference calls for awards selection using existing rubrics and criteria. Previous experience as an Achievement Committee member is preferred when recruiting a chair and preference is giving to volunteers who have demonstrated timely and thorough follow-through in that role.

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

### **Requirements & Time Commitment**

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**Spring/Early Summer** - Feedback on Achievement Committee members, recruitment of committee members, 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. Must be available to answer entrant questions and begin to assemble/collate nomination materials. May be asked for input regarding conference awards events. May be asked to participate in 2-3 conference calls (one hour or less) and phone/email exchanges with committee.

**October/November-** Program deadline coincides with Accolades deadline and is typically mid-October and the second in early November. Must be available to coordinate committee conference call and distribution of nomination materials for consideration (via email and/or hard copy).

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