

# Achievement Committee Member 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 Committee is comprised of 12-16 volunteers who will select honorees on an annual basis. Responsibilities include reviewing nomination materials and participating in 1-2 conference calls for awards selection using existing rubrics and criteria. The committee is facilitated by the District II Achievement Chair (or Co-Chairs).

At times, Achievement Committee members are called upon to provide overall program feedback and operational support (generally social media and conference event support). Award winners are celebrated at the annual District II Conference. Committee member attendance at the conference is encouraged but not required.

## **Requirements & Time Commitment**

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**Mid-Late Summer/Early Fall-** Program launches. Communication from Chair(s) regarding nomination materials and conference call schedule.

**October/November-** Program deadline coincides with Accolades deadline and it is typically mid-October. Must be available to review nomination materials for consideration (via email and/or hard copy) in advance of the selection conference call. Selection conference call(s) typically take place in mid-November and can be 1-2 hours in length (varies based on number of candidates and quality of candidate discussion).

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