DIVISIONAL AWARDS CHAIR RESPONSIBILITIES

◆ DIVISIONAL AWARDS CHAIR *(Entry Point of the Awards Process)*

1. Program Oversight & Alignment
- Participate as a judge at the State level
- Oversee the divisional awards program, paying attention to deadlines
- Manage ACTE award categories at the divisional level
- Ensure alignment with ACTE state awards deadlines

2. Promotion & Outreach
- Promote award opportunities
- Encourage divisional nominations across the state
- Communicate the eligibility criteria and the benefits of applying
- Email divisional members to solicit candidates

3. Nomination & Application Management
- Coordinate the nomination process
- Review each application for:
  - Correct division placement
  - Eligibility requirements
  - Membership
- Notify candidates of issues before interviews so that corrections can be made
- Ensure completeness and accuracy of submissions
- Provide guidance and support to nominees and nominators

4. Committee & Judge Management
- Organize and manage the Divisional Awards Committee
- Manage judging - provide instruction and guidance for judges
- Ensure confidentiality and fairness in the review process

5. Selection Process
- Facilitate the interview process – scheduling, conducting, and sharing with judges
- Ensure scoring and deliberation are completed
- Resolve ties or discrepancies if needed
- Confirm final award recipients

6. **Interview Process**
- Organize and facilitate interviews
- Prepare interview schedule (10-minute interviews); allow additional time for instructions, recommended 15 minutes.
- Develop four relevant questions per award (ie., New Teacher of the Year, Teacher of the Year, etc.)
- Conduct and record interviews, and share with judges

6. Recognition & Communication
- Notify all candidates of the results

- Work with divisional leadership to announce winners
- Assist with awards ceremonies
- Help prepare certificates, plaques, or recognition materials

7. Advancement to State Level

- Notify the State Awards Chair of divisional winners

📌 *Key Transition:* Advance divisional winners to the **State Awards Chair**