NATIONAL AWARDS CHAIR RESPONSIBILITIES

◆ NATIONAL AWARDS CHAIR *(Final Oversight & National Coordination Level)*

1. Program Oversight & Leadership
- Oversee the national awards program
- Ensure alignment with ACTE priorities, relevance, and standards
- Serve as liaison to the Senior Manager of Leadership and Awards and the ACTE Board

2. Committee Structure & Collaboration
- Organize and lead the National Awards Committee
  - Members: Regional Awards Chairs
- Facilitate collaboration across all regions

3. Strategic Partnership & Coordination
- Work closely with the **Senior Manager of Leadership and Awards**
- Ensure awards remain current, meaningful, and aligned to the field
- Assist with awards sponsorship development and partnerships

4. Nomination & Application Oversight
- Oversee national-level candidate pool (regional winners)
- Ensure completeness, quality, and consistency of submissions
- Ensure all national-level candidates have a professional headshot (regional winners)

5. Interview Process (National Level)
- Organize and conduct national interviews
- Coordinate:
  - Scheduling
  - Question development
- Oversee the recording of interviews
- Ensure interviews are:
  - Edited
  - Uploaded
  - Shared with judges for scoring

6. Selection Process
- Facilitate national-level scoring and deliberation
- Ensure fairness, consistency, and integrity
- Confirm final national award recipients

7. Recognition & National Communication
- Coordinate national-level recognition
- Support awards presentations and ceremonies
- Ensure the visibility and prestige of award recipients

8. Leadership & Liaison Responsibilities
- Serve as the primary liaison between:
  - National committee
  - ACTE Board
  - Staff leadership
- Provide updates on outcomes, trends, and recommendations

9. Continuous Improvement & Innovation

- Maintain constant communication with the Senior Manager of Leadership and Awards
- Evaluate the overall awards process across all levels
- Recommend enhancements to structure, criteria, and experience
- Ensure long-term sustainability and relevance of the awards program

📌 *Key Role Distinction:*

- Leads the **entire awards system**
- Coordinates **regional chairs as committee members**
- Connects **volunteer leadership with ACTE staff and board**