REGIONAL AWARDS CHAIR RESPONSIBILITIES

(Final Selection Before National Level)

1. Program Oversight & Alignment
- Oversee the regional awards program
- Manage all ACTE award categories at the regional level
- Ensure alignment with national guidelines and deadlines

2. National-Level Involvement
- Serve on the National Awards Committee as a judge
  - Excellence Awards
  - Impact Awards

3. Promotion & State Coordination
- Promote award opportunities across the region
- Encourage nominations across all states
- Maintain constant communication with state chairs
- Ensure all states have forwarded their state winners to the regional level

4. Nomination & Application Management
- Ensure completeness and accuracy of submissions
- Provide guidance and support to nominees

5. Committee & Judge Management
- Guide the regional awards committee
- Ensure confidentiality and fairness – ensure the Guiding Principles document is signed

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

7. Selection Process
- Organize scoring and deliberation
- Resolve ties or discrepancies
- Confirm final recipients

8. Special Responsibility – Impact Awards
- Judge regional Impact Award applications
- Forward Impact Award winners to the national level

9. Recognition & Communication
- Assist with ceremonies and recognition materials
- Serve as liaison between state, divisional, and national leadership
- Provide updates on timelines and outcomes

10. Preparation for National Advancement

- Assist regional winners with national-level preparation
- Provide support activities:
    - Winner's workshops
    - Mock interviews

11. Advancement to National Level

- Submit winners to the national competition
- Ensure all materials meet national standards
- Forward applications to ACTE national awards

12. Continuous Improvement

- Gather feedback from participants and judges
- Recommend improvements for future cycles

📌 *Key Transition:* Regional winners advance to the **National Awards Process**