STATE AWARDS CHAIR RESPONSIBILITIES

(Coordination & Consolidation Level)

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

2. Leadership & Committee Structure
- Organize a State Awards Committee (divisional chairs)
- Serve as liaison between divisional, state, and regional leadership

3. Promotion & Communication
- Promote award opportunities statewide
- Present at the state conference about awards and processes
- Communicate regularly with divisional chairs

4. Judge Management
- Assign judges through the awards portal (divisional chairs)
- Guide judges through the process
- Ensure confidentiality and fairness – use the Guiding Principles form

5. 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. Selection Process
- Resolve ties or discrepancies
- Confirm final recipients

7. Recognition & State-Level Communication
- Notify winners (per state protocol)
- Work with state leadership to announce winners
- Assist with ceremonies and recognition materials

8. Preparation for Regional Advancement – March 1 Deadline
- Assist winners in preparing for the regional competition
- Allow edits to applications before submission
- Review applications for quality
- Provide support activities:
  - Winner's Workshops – share tips
  - Mock interviews with feedback

9. Advancement to the Regional Level
- Submit winners to the regional/national level (deadline: March 1)
- Ensure all materials meet national standards
- Forward applications to the regional competition

10. Continuous Improvement
- Provide updates to stakeholders
- Gather feedback from participants and judges
- Recommend improvements for future cycles

📌 *Key Transition:* Advance state winners to the **Regional Awards Chair**