



### VICE PRESIDENT OF CONFERENCES & AWARDS

WASEA's Vice President of Conferences & Awards shall be elected for a two-year term of office during each odd-numbered year to serve during the following two years (i.e., for the next odd-numbered, next even-numbered, and next odd-numbered years).

The Vice President of Conference & Awards shall be responsible for the following programs and responsibilities.

#### **CONFERENCE RESPONSIBILITIES**

- Plan, publicize, and execute the regional conference.
- Conduct site visits to recommend the site for the conference to the Executive Board for their approval.
- Oversee the work of the conference committees to ensure their coordination and success.
- Develop a conference planning committee with members and others interested.
- Develop a conference budget to establish a conference fee structure to encourage the generation of revenue for the association.
- Conduct an evaluation of the conference involving conference participants and report the results to the board.
- Recommend changes to the board that will enhance the success and viability of the next regional conference.
- Work with the President and the Vice President of Finance to review and sign the contract for the hotel or facilities for the regional conference.

#### **AWARDS COMMITTEE**

The Awards Committee will be chaired by the Vice President of Conferences and is responsible for soliciting nominations for the annual WASEA awards, final selection of recipients, coordinating ordering with the Vice President of Finance, and presenting the awards at the annual conference. Additionally, the awards committee, chaired by the Vice President of Conferences, will oversee the regional Student Employee of the Year awards.



## AWARDS RESPONSIBILITIES

- Disseminate SEOTY letters, Nomination Forms, and information on the selection process including deadlines to all institutions who are paid members of WASEA and to all NSEA members within the WASEA region who are not WASEA members in November.
- Oversee the process of nominating students by coordinating with State Liaisons. Institutions select their institutional winners and submit the winner's Nomination Form electronically to their State Liaison to select the state winner.
  - State Liaisons form a selection committee to select the state winner.
  - In some cases, a State Liaison may request the Awards Director to assist in forming a selection committee to select the state winner.
  - State Liaisons will electronically notify each institution who nominated a student with the results of the state winner selection.
    - The State Liaisons will email the nomination form for their state winner to the Awards Director. The Awards Director forms a selection committee, which should include as many Board Members as possible, to select the WASEA regional winner.
    - Email the regional winner's Nomination Form to the NSEA Awards Chair for the selection of the national.
    - Notify the WASEA member from the state and regional winners' institutions.