

ACUI REGION 8 RECOGNITION COORDINATOR

Duties and Responsibilities

FUNCTION:

Recognizes outstanding staff and student and institutional contributions to the Region.

REGIONAL RESPONSIBILITIES:

1. Encourages staff and student nominations from Region 8. Initiates new ways of promoting the awards including articles in the Region 8 newsletter.
2. Confirms eligibility of all nominees.
3. Coordinates student and staff volunteers to serve on the selection committee for the Richard L. Christie Staff Leadership Award, Gary E. Bartlett New Professional Leadership Award, and the Michael H. Poe Student Leadership Award. Sets a time on Saturday during the annual fall conference to meet and select the recipients.
4. Orders plaques for the student and staff recipients and one for the Host School.
5. Coordinates the process for regional conference, annual conference and I LEAD scholarships.
6. Submits an article to the Region 8 newsletter for each of the three issues to promote scholarships or recognize recipients.
7. Submits Award Recipient information to Web Coordinator for Web site.

LEADERSHIP TEAM RESPONSIBILITIES:

1. Attends and participates in all Region 8 Leadership Team meetings, annual fall regional conference, and if possible, the annual international conference.
2. Participates in monthly Leadership Team conference calls throughout the year.
3. Acts as a resource person for the Region 8 membership and campus organizations.
4. Inspires student involvement in the Region 8 Leadership Team, annual fall conference, and other ACUI events.
5. Develops proposal for Education Session at Regional Conference.
6. Contributes regularly to the "Communiqué," the Region 8 newsletter.

QUALIFICATIONS:

- This position is open to both professionals and students.
- Professionals: Employment in a college union/student activities department at a member institution who has committed to provide institutional support. Membership in good standing at a member institution in good standing. Commitment to fulfilling the duties of the position for the length of the term.
- Students: Student must be in good academic standing at his/her home college or university. The home college or university must be an ACUI member institution and must pledge its support of the student applicant with a Letter of Recommendation.

TERMS:

- Professionals: Two years with the option of one additional year by mutual agreement. Generally beginning and ending with the Region 8 annual fall conference.
- Students: One year with the option of one additional year by mutual agreement if student continues at member institution. Generally beginning and ending during around the Region 8 summer meeting (May-June). Student is encouraged to participate in ACUI's summer leadership seminar, I-LEAD.

SELECTION:

All Region 8 appointments shall be made by the Regional Director and Student Regional Director and confirmed by the Leadership Team.

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Applicants must submit a brief statement (300 words or less) of interest/philosophy detailing:

- Your understanding of the role of the ACUI, and specifically Region 8
- What strengths and ideas you would bring to the position

Statements should be sent to James McHaley, Regional Director, at j-mchaley@northwestern.edu