### X. NCDA Awards, Certificates, Grants, and Special Funds

Each year, the NCDA Awards Committee, in collaboration with the Executive Director, as its Board Liaison, will manage the National Awards Program.

This committee is responsible for ~~a Board Member will be appointed by the President to be a liaison to~~ ~~all awards and grants committees~~ ~~Awards Committee. The Board liaison has the responsibility to annually~~: (a) ~~ensure the Awards and Research Chairs disseminate the NCDA Awards and Grants Information to relevant committee chairs;~~ establishing an application process and announcing the process to the membership via the website and other publications, managing the selection process; sometimes with representation from other committees (see outline below for specifics), and notifying all the winners, the nominees not selected, and all the nominators.

~~and (c) publish this information in the winter Magazine; and (d) post information on the NCDA website. All awards and grants application shall be submitted to the appropriate committee chairs, for processing. All NCDA Awards and Grants Committees shall submit requests for plaques and/or certificates with names and suggested wording to the Executive Director for processing. All NCDA Awards and Grants given are to be announced at the conference.~~

The NCDA Awards Committee ~~will also be responsible for~~ may also assist our ACA Governing Representative solicit and coordinate~~ing~~ the nomination of NCDA members for ACA awards and other appropriate external awards.

**No seated board members or Awards Committee members are eligible to receive any individual NCDA award with exception of the Presidential Recognition Awards.**

**Procedures;**

*Responsibilities of Awards Chair/Co-Chair*

1. Lead the committee in developing an annual plan and monitoring the committee’s progress, adapting and enhancing the plan as needed to reach established goals
2. ~~Pro~~May request additional budget dollars for the upcoming year via the Committee Plan or Work and Budget Request Form
3. Develop committee (as needed) including representation from other committees outlined below
4. Promote awareness of NCDA awards and grants; this includes managing the submission of an Awards marketing piece for inclusion in the annual conference brochure, submitting an article including bios and information from winning applications for a NCDA publication following the conference, and submitting an Awards article for publication to the Editor of Career Developments for the winter issue
5. Collect all nomination materials, ensuring they are complete, and disseminate them to the committee for consideration
6. Review and rate award nominations or grant applications with input from committee to select a slate of winners
7. ~~Send request to Executive Director for certificate or plaques.~~ Provide final list of award winners to Headquarters so that plaques can be ordered for the conference
8. Recommend updates to the Awards section of the NCDA Policies and Procedures Guidelines for the next year
9. ~~Submit check request for cash awards to Board Liaison.~~
10. ~~Return all nomination forms (for those who were not accepted) to the original sender~~

*Responsibilities of Board Liaison (Executive Director) and Headquarters Staff*

1. Help develop and approve plan of work
2. Monitor promotion and decision process
3. Communicate special needs or concerns to staff and/or NCDA Board
4. Develop wording to appear on the plaque or certificate; prepare plaques and certificates ~~as specified by Awards Chair/Co-Chair~~
5. Arrange to have plaques and certificates at appropriate location for award
6. Mail plaques and certificates when appropriate
7. Monitor payments of grant monies

**Description ;of Awards and Certificates**

**NCDA Awards – all budgeted from the Awards Committee budget unless otherwise stated.**

###### Award Name Committee/Person Responsible

Those awards managed by the Awards Committee with representation from other committees include (limited to one per year unless otherwise stated):

* Diversity Award Awards Committee (include DCI)
* Fellows (5) ~~Fellows~~ Awards Committee
* Graduate Student Research Award/Grant ~~Research Chair~~ Awards Committee (include Research

Committee)

* International Practitioner Award ~~Global Connections~~ Awards Committee (include GCC)
* Ken Hoyt Award for Career Educator Awards Committee
* Legislative Award Awards Committee (include Govt Relations Committee)
* Merit Award Awards Committee
* Outstanding Service to Intl Students Awards Committee (include Intl Student Services Committee)
* Outstanding Career Center Awards (2) Awards Committee
* Outstanding Career Service Provider ~~CCSP Advisory~~ Awards Committee (include CCSP Advisory)
* Outstanding Career Practitioner Awards Committee

The Board will manage the following awards:

* Past President Award Executive Director
* Incoming President Award Executive Director
* Outstanding Board Service Awards (outgoing members) Executive Director
* Presidential Recognition (3) President
* Outstanding State Divisions (2) Trustee for State Divisions

The Publications Awards will be selected by:

* Career Convergence Article of the Year CC Editorial Board
* CDQ Article of the Year Research Committee
* CD Article of the Year Career Developments Editorial Board

A special work group of the past 5 recipients will select:

* Eminent Career Award Eminent Career Award Committee

To be determined:

* Frank Parson’s Social Justice Award/Grant possibly Awards Committee