



Association of College Unions International

*Serving the college union and
student activities profession since 1914*

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REGIONAL LEADERSHIP TEAM POSITION DESCRIPTIONS

Awards and Scholarships Coordinator

Although any regional member is eligible to fill this position, we encourage the past Regional Director be selected to fill this role. Duties shall include but not limited to:

1. Attend all Regional Leadership Team meetings
2. Attend the Fall Regional Conference
3. Responsible for coordinating deadlines, nominations, selection committees, and award presentation for the:
 - a. **Pat Moonen Award**
 - i. Publicity
 - ii. Coordinate deadlines
 - iii. Nomination forms
 - iv. Chair selection committee
 - v. Award production
 - vi. Designate award presentation at Regional Conference
 - b. **Rodie/Keintz Award**
 - i. Publicity
 - ii. Coordinate deadlines
 - iii. Nomination forms
 - iv. Chair selection committee
 - v. Award production
 - vi. Designate award presentation at Regional Conference
 - c. **Curtis Smout Scholarship**
 - i. Publicity
 - ii. Coordinate deadlines
 - iii. Nomination forms / Selection process
 - iv. Selection criteria
 - v. Coordinate selection committee
4. Establish annual fund raising goal and develop scholarship fund development initiatives.
5. Act as the regional liaison with the Educational Research Fund
6. Ensure regional members are nominated for International awards.