Awards Sub-Committee Member

FY26 Charge: Evaluate and administer membership award program. Implement and award internship stipends and professional recognition awards along with conference registration awards. Identify, develop, and implement new ways to offer financial support for other ARCS programs and events, including webinars, and in-person workshops by collaborating with other ARCS committees/subcommittees including Fundraising and Programming

Awards Sub- Committee: Committee members administer the ARCS Award stipend program. This includes awards for registrations at ARCS programs, travel stipends for in person conferences and workshops and internship stipends (awarded 2-3 times per year). The committee researches and explores other opportunities to grow and develop the program and develop opportunities to provide resources to the members, i.e. fellowships to ARC and professional recognition awards.

2 year term

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General Responsibilities:

- Work with committee members to administer the ARCS Award stipend program. This includes awards for registrations at ARCS programs, travel stipends for in person conferences and workshops and internship stipends (awarded 2-3 times per year).
- Research and explore other opportunities to grow and develop the program and develop opportunities to provide resources to the members, i.e. fellowships to ARC and professional recognition awards.

Specific Duties:

- Works with Chair to implement charges and tasks outlined in the ARCS strategic plan. Works on administration and distribution of stipends as assigned including: Developing timelines and processes for distribution of awards
- Drafting of award announcements
- Review applications and selecting awardees
- Liaise with ARCS administrator for notifications to awardees and non-recipients Attend bi-monthly meetings
- Research other ideas to assist professionals or develop professional recognition awards

ORGANIZATIONAL OBJECTIVES:

- Lead Committee to execute the Committee's charge, and to establish and accomplish annual metrics and goals.

TIME COMMITMENT:
- 3-5hr/mo

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