

AAA Professional Staff Responsibilities

September - January	February - March	April - August
<ul style="list-style-type: none"> • Ensure the Call for Nominations website is updated in conjunction with the Committee Directory. • Arrange for the Call for Nominations announcement to be publicized on the AAA website and in multi-topic mass emails. • Receive all award submissions electronically. • Send acknowledgement message to each nominator upon receipt of nomination. • Monitor and track all nominations, ensuring adherence to award criteria. <p>Competitive Manuscript Award Only:</p> <ul style="list-style-type: none"> • Upon receipt of nominations and prior to providing the Chair a link to the nominations, ensure that all personal information about the author is removed from each submission. 	<ul style="list-style-type: none"> • By the end of the second week of February, send to Chair a link to the nominations that have been submitted. <p>Notable and Distinguished Contributions to Accounting Literature Award Screening Committee Only:</p> <ul style="list-style-type: none"> • During the first week of February, send to Chair a link to the nominations that have been submitted for the Distinguished Contribution to Accounting Literature Award and for the Notable Contributions to Accounting Literature Award. <p>Notable and Distinguished Contributions to Accounting Literature Award Selection Committees Only:</p> <ul style="list-style-type: none"> • During the first week of March, send a link to the nominations that have been accepted by the Notable and Distinguished Contributions to Accounting Literature Award <i>Screening</i> Committee to the Chair of the Distinguished Contribution to Accounting Literature Award Selection Committee and to the Chair of the Notable Contributions to Accounting Literature Award Selection Committee. 	<ul style="list-style-type: none"> • Notify the AAA President, the Board of Directors Liaison, and the Chief Executive Officer of the winner(s). • Assist the AAA President in sending a congratulatory email to the winner(s), copying the Chief Executive Officer, Chair, Professional Staff Liaison. • Notify the award sponsor representative (if applicable) of the winner(s). • Send thank you email to Chair; request that Chair send thank you email to award sponsor representative (if applicable) and provide award sponsor representative's contact information. • After the winner(s) has been notified by the President, request from winner(s): biography, contact information for press release, shipping address, phone number, photo and Form W-9 (as applicable) for announcement on the AAA website and in Annual Meeting Program. • Notify the Chair, Winner(s) (and award sponsor representative, if applicable), with Annual Meeting onsite presentation instructions. • Order award payments for each winner and send to Finance for processing. • Order awards and ship to the Annual Meeting. <p>Competitive Manuscript Award Only:</p> <ul style="list-style-type: none"> • After receiving the name(s) of the winning manuscript(s) from the Chair, provide the Chair with the name and affiliation of the winner(s). • Ask Chair if more than three outstanding papers were submitted. <ul style="list-style-type: none"> ○ If yes, obtain from the Chair the title of manuscripts. ○ Discuss with the appropriate Member Events Services Professional Staff Member the possibility of including the manuscript(s) on the Annual Meeting program. ○ Contact the author(s) to make arrangements for paper(s) to be presented at the Annual Meeting.

Innovation in Accounting Education Award Only:

- After the winner(s) has been notified by the President, invite the winner(s) to present their innovation at the Annual Meeting, to be moderated by the Chair of the Committee; and notify the winner(s) that the award-winning innovation is eligible for publication in *Issues in Accounting Education* as a scholarly article, subject to the normal manuscript review process and acceptance of a suitable manuscript by the editor of the journal.
- Provide the name(s) of the winners and innovation to the appropriate Member Events Services Professional Staff Member for inclusion on the Annual Meeting program.

Lifetime Service Award Only:

- Notify a Member Services Representative of the winner(s) and ask that arrangements be made to ensure that Lifetime Membership is provided to the award winner(s).
- Ask the Chair to write brief description of winner(s) accomplishments and reasons for being selected as winner for "award card;" provide examples and due date.

Outstanding Accounting Educator Award Only:

- Ask award winner(s) to specify how AAA is to use additional award money donated by PwC.
- Ask the Chair to write 300-500-word citation for winner(s); provide examples and due date.
- Order and ship the citation(s) to the Annual Meeting.

Outstanding Service Award Only:

- Ask the AAA President to write brief description of winner(s) accomplishments and reasons for being selected as winner for "award card;" provide examples and due date.