

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 and provide Chair with the schedule. • Collect all submissions electronically in PDF or Word format. • Send acknowledgement message to each nominator upon receipt of nomination. • Monitor and track all nominations. • During the first part of October, assist the Chair with sending an email announcement to Department Chairs, encouraging nominations. <p>Competitive Manuscript Award Only:</p> <ul style="list-style-type: none"> • Collect all submissions electronically only in Word format. • Upon receipt of nominations and prior to providing the Chair a link to the nominations, remove all personal information from the submissions. 	<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. • 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 Executive Director of the winner(s). • Assist the AAA President in sending a congratulatory email to the winner(s), copying the Executive Director, Chair, Professional Staff Liaison, (and award sponsor representative, if applicable). • After the winner(s) has been notified by the President, request biography information from the winner(s) for an announcement on the AAA website. • Notify the Chair, Awardee(s) (and award sponsor representative, if applicable), with Annual Meeting onsite presentation instructions. • Order and ship the award(s) (and award check(s), if applicable), 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). • After the winner(s) has been notified, send a thank you email to each nominator thanking them for their submission. • Notify the non-winners that their paper was not chosen and invite them to submit it for consideration in <i>The Accounting Review</i>. • Ask Chair if more than three outstanding papers were submitted. <ul style="list-style-type: none"> ○ If yes, Professional Staff Liaison obtains from the Chair the paper topics and title of manuscripts.

		<ul style="list-style-type: none">○ Professional Staff Liaison discusses with Annual Meeting Chair the possibility of including the manuscripts on the Annual Meeting program.○ Professional Staff Liaison will be in contact with Annual Meeting Chair and author(s) to make arrangements for papers to be presented. <p>Innovation in Accounting Education Award Only:</p> <ul style="list-style-type: none">● After the winner(s) has been notified by the President, the Professional Staff Liaison will invite the winner(s) to present their innovation at the Wednesday afternoon session of the AAA Annual Meeting, to be moderated by the Chair of the Committee; and will notify the winner(s) that the award-winning innovation is eligible for publication in <i>Issues in Accounting Education</i> as a scholarly article, subject to the normal manuscript review process and acceptance of a suitable manuscript by the editor of the journal.● The Professional Staff Liaison will provide the information to the appropriate staff on Annual Meeting planning committee. <p>Lifetime Service Award Only:</p> <ul style="list-style-type: none">● Notify a Member Services Representative so arrangements can be made to ensure that Lifetime Membership is provided to the award winner(s). <p>Outstanding Accounting Educator Award Only:</p> <ul style="list-style-type: none">● Order and ship the award(s), citation(s), and award check(s) to the Annual Meeting.
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