

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>Competitive Manuscript Award Screening Committee, Notable Contributions to Accounting Literature Award Screening Committee, and Distinguished Contributions to Accounting Literature Award Screening Committee:</p> <ul style="list-style-type: none"> • During the first week of February, send to respective Chairs a link to the nominations that have been submitted for the Competitive Manuscript Award, the Distinguished Contribution to Accounting Literature Award and for the Notable Contributions to Accounting Literature Award. <p>Competitive Manuscript Award Selection Committee, Notable Contributions to Accounting Literature Award Selection Committee, and Distinguished Contributions to Accounting Literature Award Selection Committee:</p> <ul style="list-style-type: none"> • During the first week of March, send a link to the respective chairs of the Competitive Manuscript Award Selection Committee, Notable Contributions to Accounting Literature Award Selection Committee, and Distinguished Contributions to Accounting Literature Award Selection Committee with the nominations that are being forwarded by the respective Screening Committees. 	<ul style="list-style-type: none"> • Notify the AAA President, the Board of Directors Liaison, and the Chief Executive Officer of the recipient(s). • Assist the AAA President in sending a congratulatory email to the recipient(s), copying the Chief Executive Officer, Chair, Professional Staff Liaison. • Notify the award sponsor representative (if applicable) of the recipient(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 recipient(s) has been notified by the President, request from recipient(s): biography, contact information for press release, shipping address, phone number, photo and Form W-9, W-8-BEN (as applicable) for announcement on the AAA website and in Annual Meeting Program. • Notify the Chair, Recipient(s) (and award sponsor representative, if applicable), with Annual Meeting onsite presentation instructions. • Ensure that the recipient is recognized and featured in AAA multi-topic emails and on the AAA website. • Order award payments for each recipient and send to Finance for processing. • Order awards and ship to the Annual Meeting. • Ensure that Chair provides a Committee report for the Board of Directors. <p>AAA-AACSB-RRBM Award for Research Impacting Societal Challenges Committee Only:</p> <ul style="list-style-type: none"> • After the recipient has been notified by the President, invite the recipient to present their research at the Annual Meeting, to be moderated by the Chair of the Committee. • Provide the names of the recipients and title of paper to the appropriate Member Events Services Professional Staff Member for inclusion on the Annual Meeting program.

- Ensure that the recipient is recognized and featured on the AAA and RRBM websites.
- Order certificate of recognition from the joint sponsors and ship to Annual Meeting.
- Upon request, ensure that a recognition letter is sent to the relevant deans and department heads.

Competitive Manuscript Award Only:

- After receiving the name(s) of the winning manuscript(s) from the Chair, provide the Chair with the name and affiliation of the recipient(s).

Innovation in Accounting Education Award Only:

- After the recipient(s) has been notified by the President, invite the recipient(s) to present their innovation at the Annual Meeting, to be moderated by the Chair of the Committee; and notify the recipient(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 recipients 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 recipient(s) and ask that arrangements be made to ensure that Lifetime Membership is provided to the award recipient(s).
- Ask the Chair to write a brief description of recipient's (s') accomplishments and reasons for being selected as recipient for "award card;" provide examples and due date.

Outstanding Accounting Educator Award Only:

- Ask award recipient(s) to specify how AAA is to use additional award money donated by PwC.
- Advise AAA CFO of the recipient's use of the donation from PwC.

		<ul style="list-style-type: none">• Ask the Chair to write 300-500-word citation for recipient(s); provide examples and due date.• Order and ship the citation(s) to the Annual Meeting. <p>Outstanding Service Award Only:</p> <ul style="list-style-type: none">• Ask the AAA President to write brief description of recipient's (s') accomplishments and reasons for being selected as recipient for "award card;" provide examples and due date.
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