

## AAA Professional Staff Responsibilities

September - January	February - March	April - August
<ul style="list-style-type: none"> <li>• Ensure the Call for Nominations website is updated in conjunction with the Committee Directory.</li> <li>• Arrange for the Call for Nominations announcement to be publicized on the AAA website and in multi-topic mass emails.</li> <li>• Collect all submissions electronically in PDF or Word format.</li> <li>• Send acknowledgement message to each nominator upon receipt of nomination.</li> <li>• Monitor and track all nominations, ensuring adherence to award criteria.</li> <li>• During the first part of October, assist the Chair with sending an email announcement to Department Chairs, encouraging nominations.</li> </ul> <p><b>Competitive Manuscript Award Only:</b></p> <ul style="list-style-type: none"> <li>• Collect all submissions electronically only in Word format.</li> <li>• Upon receipt of nominations and prior to providing the Chair a link to the nominations, remove all personal information from the submissions.</li> </ul>	<ul style="list-style-type: none"> <li>• By the end of the second week of February, send to Chair a link to the nominations that have been submitted.</li> </ul> <p><b>Notable and Distinguished Contributions to Accounting Literature Award Screening Committee Only:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Notable and Distinguished Contributions to Accounting Literature Award Selection Committees Only:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Notify the AAA President, the Board of Directors Liaison, and the Executive Director of the winner(s).</li> <li>• 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).</li> <li>• Notify the award sponsor representative (if applicable) of the winner(s).</li> <li>• After the winner(s) has been notified by the President, request biography information from the winner(s) for an announcement on the AAA website; request contact information for press release; request shipping address, phone number, photo and Form W-9 (as applicable).</li> <li>• Notify the Chair, Awardee(s) (and award sponsor representative, if applicable), with Annual Meeting onsite presentation instructions.</li> <li>• Order and ship the award(s) (and award check(s), if applicable), to the Annual Meeting.</li> </ul> <p><b>Competitive Manuscript Award Only:</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Ask Chair if more than three outstanding papers were submitted. <ul style="list-style-type: none"> <li>○ If yes, obtain from the Chair the title of manuscripts.</li> <li>○ Discuss with the appropriate Member Events Services Professional Staff Member the possibility of including the manuscript(s) on the Annual Meeting program.</li> <li>○ Contact the author(s) to make arrangements for paper(s) to be presented at the Annual Meeting.</li> </ul> </li> </ul>

**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 Wednesday afternoon session of the AAA 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 award(s), citation(s), and award check(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.