



VIRGINIA ASSOCIATION OF COLLEGES & EMPLOYERS

Operations Manual

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Operations Manual Purpose

The Virginia Association of Colleges and Employers, hereafter referred to as VACE, Operations Manual is designed to provide the background and structure of the Association. While examining a particular charge as a board member, committee chair/manager, or general member, take time to explore the other position descriptions and policies. The membership's input and recruitment of future board, committee, and general members is essential to the success of the organization.

We encourage all members to please send any suggestions or corrections to askvace@gmail.com. The Director of Operations and the Board make revisions annually.

Thank you for joining the Virginia Association of Colleges and Employers!

Revisions of this manual were completed in April 2016 and June 2015 by Ashley Crute, Cristie Lucas, and Ellen Masters; March 2011 by Gary Johnson and the VACE Board; 2003 by Lesli Henry; September 2001 by Beverly Lorig; January 2001 by Donna Cassell; and April 1998 by a committee of Debbie Hicks, Rol Walters, and Donna Cassell. A copy of the manual can be found on the VACE website and a copy will be held by the President and Board of Directors.

Articles of Incorporation

*During annual review of this document, it was determined that we are **legally unable** to make changes without re-filing the Articles with the SCC.*

- I. The name of the corporation is Virginia Association of Colleges and Employers, Inc.
- II. The purpose or purposes for which the Corporation is recognized are:
 - a. To provide for and foster the professional growth and development of the members of the association.
 - b. To continue improvement of professional career planning and employment services to our students.
 - c. To exert cooperative effort in dealing with common career services and college relations concerns.
 - d. To engender greater understanding and cooperation between individual colleges and employers in their combined career planning and employment efforts through an exchange of ideas, information, and experiences
 - e. To institute and publish research studies within the area of career planning and employment.
 - f. The Corporation shall operate exclusively for educational and charitable purposes.
 - g. Personal Inurement:
 - i. The Corporation shall not operate for profit and shall have no power to declare dividends and no part of its earnings shall inure to the benefit of any director or member of the Corporation or to any other private shareholder or individual.
 - h. Legislative activities, political propaganda, and intervention:
 - i. The Corporation shall not carry on propaganda or otherwise attempt to influence legislation and the Corporation shall not participate in or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office. Furthermore, notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501c(3) of the Internal Revenue Code of 1954 or of the corresponding provision of any future United States Internal Revenue Law.
- III. The Corporation shall have the following membership classifications:
 - a. Virginia College members: representatives who are actively engaged in career services work with students from non-profit

degree granting colleges or universities located in Virginia and accredited by the Southern Association of Colleges and Schools—Commission of Colleges. Individuals who have the overall responsibilities for these functions are also eligible.

- b. Non-Virginia College Members: representatives who are actively engaged in the career services work with students from non-profit degree granting colleges or universities located in the District of Columbia and in states adjacent to Virginia which are accredited by their respective Regional Association of Colleges and Schools. Said members shall not be eligible to hold office, to be elected to the Board of Directors or to serve as committee chairmen
- c. Employer Members---representatives who are actively engaged in college relations or in the recruitment, selection, and placement of students within their own organization, from educational institutions within the Commonwealth of Virginia. Individuals who have the overall responsibilities for these functions are also eligible.
- d. Current members not meeting the above requirements as of May 21, 1981 will remain eligible for membership on a “grandfather” basis so long as their membership remains uninterrupted. They shall not be eligible to hold office, to be elected to the Board of Directors, or to serve as committee chairmen.

IV. Dissolution Clause

In the event of the dissolution of the Corporation, either voluntary or involuntary, all assets and properties which remain after the discharge of the Corporation’s liabilities shall be used and distributed by the Board of Directors for one or more of the objects or purposes set forth in the preceding Section II hereof and shall be used for no other object or purpose whatever.

- a. The Post Office address of its initial registered agent is Mark C. Willis, who is a resident of Virginia, a member of the Virginia State Bar, and whose business office is the same as that of the registered office of the Corporation. The number of Directors constituting the initial board is six (6).
- b. The number of Directors shall be determined by the By-Laws. Their term of office shall be two (2) years. A sufficient number of Directors shall be elected each year to comply with the By-Laws. The President, President-Elect, First Vice President, Second Vice President, Treasurer, Secretary, and the immediate Past-President of the Corporations shall be ex-officio members of the Board of Directors for one year.

Virginia Association of Colleges & Employers Constitution

Article I: Name

The name of this organization shall be the Virginia Association of Colleges and Employers, hereinafter referred to as VACE.

Article II: Purpose

Section 1: The purpose of VACE is to facilitate career development and growth among college and employer members.

Section 2: VACE shall promote the accomplishment of professional goals by providing opportunities for relationship building and professional development activities.

Article III: Membership

Section 1: VACE shall have the following individual membership classifications:

- a. **College Members:** Representatives who are engaged in providing career services or other related functions at a degree granting college or university located in Virginia, adjacent states, and the District of Columbia as well as accredited by the Southern or Middle States Associations of Colleges and Schools. Such members can vote, hold office, and must pay annual membership dues.
- b. **Employer Members:** Representatives who are engaged in the college relations or the recruitment selection of students within their own organization from Virginia, adjacent states, and the District of Columbia. Such members can vote, hold office, and must pay annual membership dues.
- c. **Honorary Life Members:** Individuals who are no longer eligible for active membership, but who have been active members and made notable contributions to VACE in the career planning, college relations, employer relations, or recruitment functions. Members must be officially nominated and elected to this designation by the Board of Directors. Such members shall not vote, hold office, or pay annual membership dues, but may serve on committees.
- d. **Associate Members:** Individuals, who previously held membership, have a continued interest in the purpose of VACE and whose membership is not in violation of membership laws. Associate members are those that have moved and do not qualify for Employer or College membership. Such members shall not vote or hold office, but may serve on committees and must pay annual membership dues.

- e. **Vendor Members:** Representatives of organizations whose purpose is to provide a service or product to/of career services and/or human resources and/or staffing functions. Also, whose role is complementary to and supportive of the purpose of VACE, but who do not meet the criteria for other categories of membership. Such members shall not vote or hold office, but may serve on committees and must pay annual membership dues.
- f. **Student Members:** Individuals who are students pursuing an advanced degree in preparation for a career in career services, recruiting, and/or human resources. Membership in this classification will terminate upon graduation from their program. Such members shall not vote or hold office, but may serve on committees and must pay annual membership dues.

Section 2: Applications for membership shall be made to the Director of Membership & Marketing Services via an online form. The Director shall act either to admit membership to any qualified applicant or to refer the application to the Board of Directors for approval or disapproval.

Section 3: The Board of Directors have final approval or disapproval of all membership applications. Board members can terminate membership based on documented concerns or explicit violations and also delegate membership categories when applicants are refereed from the Director of Membership and Marketing.

Section 4: The term of membership shall be for one (1) year commencing on June 30th of that calendar year. In the event that a current member leaves their organization during a membership year that membership can be transferred to any other qualified applicant within the same organization, unless the membership was paid by the member and not their organization.

Section 5: Membership shall terminate when a member becomes ineligible as determined by the Director of Membership & Marketing Services with the approval of the Board of Directors or is delinquent in their payment of annual dues by greater than three (3) months.

Article IV: Board of Directors

Section 1: VACE shall have the following administrative responsibilities which shall be vested in the Board of Directors, hereinafter referred to as the Board. The administrative and fiscal years of VACE shall be July 1 through June 30, and the annual transfer of Board responsibilities shall occur on July 1.

Section 2: VACE shall have the following board classifications. Detailed position descriptions will be maintained and updated in a separate document and on the VACE website by the Director of Operations and appropriate Board members as needed.

- a. **President:** Serve a one (1) year term (automatic from President—Elect role) and preside over all meetings of the membership; chair meetings of the board; call meetings of VACE; appoint committee chairpersons and fill appointed positions as designated in this Constitution; recommend to the board for approval of successors to fill unexpired terms of board members. The President shall serve as ex-officio member of all committees and administer the business of VACE between board meetings by exercising authority consistent with this Constitution. Act as Chair of the Strategic Planning Committee to be updated every five (5) years.
- b. **President—Elect:** Serve a one (1) year term (elected annually) and perform all duties of the President at their request and shall fill the unexpired term of the office of President should it become vacant. The President—Elect serves as Co-Chair of the Strategic Planning Committee. Assumes role of President after one (1) year term.
- c. **Immediate Past—President:** Serve a one (1) year term (automatic from President role) in which they will Chair the Board Nominations Committee, Co-Chair the Strategic Planning Committee, serve as liaison to the Site Selection Chair, and act as Parliamentarian.
- d. **Director of Finance:** Serve a one (1) year term (automatic from Director of Finance—Elect role) and shall maintain a record of all VACE financial business including: revenue, expenses, other monies collected, as well as meet annual tax requirements. They shall present the approved annual budget to the membership at the Annual Business Meeting. The Director of Finance serves as the Chair of Sponsorships for the Conference Committee.
- e. **Director of Finance—Elect:** Serve a one (1) year term (elected annually) and perform all duties of the Director of Finance at their request and shall fill the unexpired term of the office the Director of Finance should it become vacant. Assumes the role of Director of Finance after one (1) year term.
- f. **Director of Operations:** Serve a two (2) year term (elected every two (2) years) by issuing invitations and official notifications to the Board and membership of upcoming meetings and

pertinent information. They shall maintain official minutes of Board meetings and the Annual Business Meeting. Update/review the Operations Manual and Constitution annually by presenting revisions to the Board for approval and presenting to the membership. Maintain up to date copy of the Articles of Incorporation. The Director of Operations will serve as the liaison to the Awards Committee.

- g. **Director of Membership & Marketing Services:** Serve a two (2) year (elected every two (2) years) term and shall serve as the liaison to the Marketing Committee, Membership Orientation Committee, and Membership Engagement & Retention Committee. The Director of Membership & Marketing Services will serve as an ex-officio member of all three committees mentioned previously.
- h. **Director of Professional Development:** Serve a two (2) year term (elected every two (2) years) and serve as the Chair of the Professional Development Committee.
- i. **Director of Technology & Communications:** Serve a two (2) year term (elected every two (2) years) and serve as Chair to the Technology & Communications Committee, Google Manager/Historian, Listserv Manager, Newsletter Editor, Social Media Managers, and Web Content Manager.
- j. **College & Employer Director:** Serve a two (2) year, staggered term (elected every two (2) years). The College and Employer Directors serve as the Co-Chairs of the Conference Committee and representatives of their respective constituents.

Section 3: All Board members shall uphold the responsibilities as outlined in **Attachment A: Responsibilities of the Board Members of VACE, Attachment B: General Obligations of Board Members & Committee Chairs/Managers, Attachment C: VACE Policies and Attachment D: VACE Procedures for Mid-Term Vacancies.**

Section 4: The Board shall approve a five (5) year Strategic Plan as created and suggested by the Strategic Planning Committee to present to the membership for final approval at the Annual Business Meeting. All current Strategic Planning documents will be kept on the website.

Article V: Committees & Appointed Positions

Section 1: VACE shall have the following standing committee classifications.

- a. Awards, Board Nominations, Technology & Communications, Constitution & Operations Manual, Conference, Knowledge

Communities, Marketing, Membership Orientation, Membership Engagement & Retention, Professional Development, and Strategic Planning.

Section 2: VACE shall have the following appointed position classifications.

- a. Google Manager/Historian, Listserv Manager, Local Arrangements, Marketing Chair, Membership Orientation Chair, Membership Engagement & Retention Chair, Newsletter Editor, Site Selection Chair, Social Media Manager(s), and Web Content Manager.

Section 3: Other committees and appointed positions, as necessary, shall be created/appointed by the Board.

Section 4: A committee report should be submitted electronically by the Committee Chair/Manager to their appropriate Board member prior to scheduled Board meetings.

Section 5: All Committee Chairs/Managers shall uphold the responsibilities as outlined in **Attachment B: General Obligations of Board Members & Committee Chairs/Managers, Attachment C: VACE Policies and Attachment D: VACE Procedures for Mid-Term Vacancies.**

Article VI: Dues

Section 1: Annual dues of VACE shall be recommended by the Director of Marketing & Membership Services and the Director of Finance, annually at the March or April Board Meeting. The Board shall approve any increases and then present to the membership at the Annual Business Meeting for a vote in person or electronically.

Article VII: Meetings

Section 1: The members of VACE shall meet annually to conduct business. Members will be notified at least thirty (30) days prior to each Annual Business Meeting, if the meeting will not occur at Annual Conference.

Article VII: Voting Privileges

Section 1: A majority or seven (7) of the Board (in person or via telecom) shall constitute a quorum for the purpose of any of its meetings.

Section 2: Those eligible voting members present at the Annual Business Meeting shall constitute a quorum for the conducting of business. The Director of Operations shall note the number of voting members to reach quorum (2/3 of the membership) in the meeting minutes.

Section 3: Elections for incoming Board members may happen via electronic voting and in person voting. Quorum (2/3 of the membership) to approve the proposed slate will consist of the eligible voters present at the Annual Business Meeting. The Director of Operations shall note the number of voting members to reach quorum in the meeting minutes.

Section 4: Those eligible voting members may also cast their vote via electronic forms when needed. Quorum shall be the number of votes received if the election is held solely online.

Section 5: All members in good standing shall have voting rights in VACE meetings with each member being entitled to one vote.

Section 6: A majority vote is required to pass motions in Board or Annual Business Meetings.

Article IX: Elections

Section 1: Election of the Board shall be conducted annually online and/or in person at the Annual Business Meeting.

Section 2: The Board Nominations Chair shall call for nominations from the membership and prepare, in consultation with their Committee and the Board, a slate of candidates to be presented to the membership after the March Board meeting and thirty (30) days prior to Annual Conference.

Section 3: Prior to voting, the Board Nominations Chair shall present the slate of candidates to the membership the Annual Business Meeting or via email after the March Board meeting if there is no Annual Business Meeting. The membership shall be notified via email of the election of the Board has closed after being open for thirty (30) days.

Article X: Contracts/Financial Transactions

Section 1: The Board may authorize any Board Member(s) or general member(s) of VACE to enter into any contract or execute and deliver any instrument in the name of and on behalf of VACE, and such authority may be general or confined to specific instances.

Section 2: All funds of VACE shall be deposited to the credit of VACE in such financial institution as the Board may determine.

Article XI: VACE Awards

Section 1: All paid, past or current members of VACE are eligible to be nominated and selected for VACE Awards that are presented and conferred at the Annual Conference.

Section 2: Nominations for all awards will be solicited from the membership by the Awards Committee Chair. Solicitation will include award descriptions and deadline dates.

Section 3: The Awards Committee will review nominations and collect all information needed to make an informed decision. The Awards Committee will recommend the award recipients to the Board at the April meeting or the meeting immediately prior to Annual Conference for approval to be recorded in the meeting minutes.

Section 4: All VACE Awards will be listed on the website and follow the descriptions in the Operations Manual (**Attachment G**) when reviewing nominations and choosing award recipients.

Section 5: The Director of Operations shall bring all award nominations to the Board for approval prior to the Annual Conference each year. The Director of Operations will work with the Awards Committee Chair to ensure all nominated recipients are in good standing with VACE and do not owe any outstanding payments. If a Board member is nominated the Board will approve the awards in as a slate, not the individually.

Section 6: The Awards Committee will ask the Board to invite Lifetime Membership Honorees and Past Presidents to the President's Dinner/Award Reception. All Past Presidents are welcome to attend the full conference or only pay to attend the dinner, but Lifetime Honorees do not. Guests of both Past Presidents and Lifetime Honorees will need to pay to attend the dinner/award reception.

Article XII: Amendments

Section 1: This Operations Manual and Constitution and its attachments may be amended by a majority vote of the Board.

Attachment A
Responsibilities of the Board Members of VACE

1. Approve proposed changes to the Constitution which are referred to the general membership for final approval.
2. Establish and administer VACE policies. See Attachment C.
3. Authorize the Director of Membership & Marketing Services to approve applicants meeting the established membership criteria.
4. Establish the dates and approve the locations for all meetings of the Board and Annual Business Meetings.
5. Approve the annual operating budget prior to membership approval.
6. Authorize the establishment of bank accounts and other depositories for the VACE's funds as needed.
7. Approve any non-budgeted expenses on an ongoing basis.
8. Determine programming and other professional needs of the membership and take appropriate action.
9. Actively participate in the strategic planning process and communicate directives to pertinent committee chairs/managers and committees.
10. Review slate of candidates presented by the Board Nominations Chair and approve the slate which is then given to the membership for approval/election.
11. Serve as liaisons to VACE committee chairs/managers and other individuals holding organizational leadership positions.
12. Transfer pertinent records and other materials to successors at the end of Board term to insure a smooth and thorough transition.
13. Submit reports prior to scheduled Board meetings.

Attachment B
General Obligations of Board Members & Committee Chairs/Managers

All Board Members and Committee Chairs /Managers are expected to:

1. Board members must attend ALL relevant scheduled Board meetings and the Annual Business Meeting at Conference. Committee Chairs/Managers must attend ALL scheduled committee meetings and any pre-conference meetings as necessary. *(In person attendance is preferred, but telecommuting will be acceptable on a case by case basis.)*
2. Attend Annual Conference in full.
3. Be paid in full members by the July 1 renewal date.
4. Carry out assigned duties as outlined in the job descriptions, as well as any additional duties assigned by the President.
5. Promote VACE and its purposes whenever possible while attending meetings of similar state, regional, and/or national organizations.
6. Actively solicit new members for the organization and to be able to explain the organization's structure, purpose, and benefits of membership to individuals or groups.
7. Consider benefits to the entire membership and specifically consider the benefits to corresponding membership category when voting on issues before the Board.
8. Tender resignation to the President immediately if unable to fully carry out assigned responsibilities.
9. Attend meetings and communicate regularly. Member can be removed due to lack of attendance or communication during term.
10. Not endorse any political issue or candidate on behalf of the organization at any time for any reason.

Attachment C

VACE Policies

It is standard VACE policy:

1. In the event no other Board Members are attending SoACE or EACE; VACE will provide organizational funds for registration costs for the President to attend; except in cases where the President's employer is covering the expenses.
2. For the Board Nominations Chair to propose a slate of officers to ensure a balance of diverse college and employer members on the Board.
3. It is assumed that an agreement to serve on either the Board or as a member of one of the major committees includes support for the activities associated with such service. Therefore, in most cases, the individual's travel expenses will be covered by sources (i.e. college or employer) other than VACE.
4. All Board and Committee Chairs/Managers are encouraged to complete the "In-Kind" donation form to recognize their organization for allowing attendance at VACE meetings.
5. The President has the authority to decide whether or not VACE will pay the prior night's lodging expenses for Board Members, Committee Chairs/Managers, and members who must be present at board meetings or pre-conference meetings. In all cases, lodging should be shared when at all possible. The President will approve all those attending meetings prior to the Annual Conference and will authorize who will occupy the Hospitality Suite.
6. Reimbursement requests to VACE are required within two (2) weeks after expense incurred. The following general guidelines are designed to both protect the individual from undue financial hardship and limit in a reasonable way the cost to VACE. The Board has the authority to make exceptions as needed.
 - a. Vouchering of mileage is at the Commonwealth of Virginia's state mileage reimbursement rate up to \$150 per year or as established by the Board.
 - b. Reimbursement requests must be made by submission of the Reimbursement Form (housed on the website) with receipts attached within two (2) weeks after expense incurred. Reimbursements will be processed within two (2) weeks of submission.
 - c. There is no reimbursement for travel to either workshops or Annual Conference.
 - d. College & Employer Directors as well as Conference Committee members are encouraged to follow these additional guidelines:
 - i. Inform committee members of this policy when asking them to serve.
 - ii. Schedule meetings in a central location or via telecom

whenever possible to minimize mileage claims and invite to a given meeting only those who need to be involved with the business of the day.

- iii. Encourage ride sharing, room sharing, and other cost-saving approaches among committee members.
 - e. Reimbursement of travel expenses are approved by the Director of Finance and the President. If there are any concerns they will be presented to the Board
7. VACE will cover meals and non-alcoholic beverages for Board, Committee Chairs/Managers, and Conference Committee members when conducting organizational business. Lodging will be covered by VACE up to the state per diem rate when conducting organizational business.
 8. To pay for the VACE President's room at the annual conference, except when the employer agrees to pay for lodging.
 9. Vacancies of Board, Committee Chairs/Managers, or Appointed positions or the necessity to replace existing Board or Committee Chairs/Managers shall follow the guidelines in **Attachment D: VACE Procedures for Mid-Term Vacancies.**

Attachment D

VACE Procedures for Mid-Term Vacancies

For Board Vacancies and Reassignments:

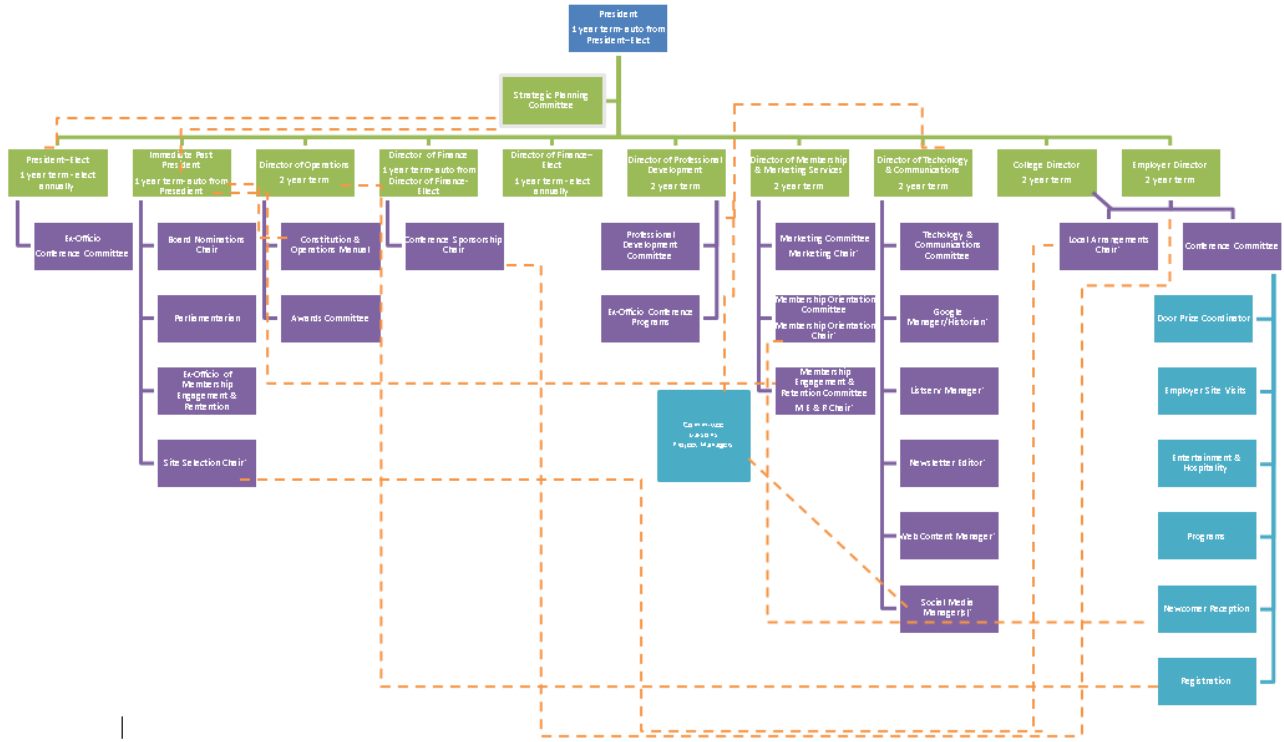
1. The process starts with Board nominations. Certain criteria need to be defined to the potential Board member and commitments made for the following:
 - a. Attendance at Annual Conference
 - b. Arrival day prior to Annual Conference
 - c. Attend Board meeting during Annual Conference
 - d. Attend Board transition meetings
 - e. Attend additional Board meetings throughout the year
 - f. Remain an active liaison for assigned committees by offering guidance and support
2. Board candidates should have had some past leadership experience with VACE.
3. New Board nominees (new to VACE Board) must commit to meetings listed above before being placed on the ballot.
4. If repeat absences occur, especially for the conference and training meetings, removal and replacement should occur. The process for this will be as follows:
 - a. Phone Conversation (in hopes the Board member will step down)
 - b. Formal Letter or Email from the President or designated Board member
 - c. Appoint replacement upon recommendation by Board members
5. For Family/Medical issues, the Board will consider appointing an interim candidate to serve until the original Board member can return to their position. This will ensure that Committee Chairs/Managers have an active Liaison.

For Committee Chairs/Managers:

Problems with Committee Chairs/Managers should be brought to the attention of the President—Elect by the appropriate Board liaison. If a replacement is warranted, the President—Elect shall receive recommendations and inform the President, who will facilitate the removal of predecessor and appoint the replacement.

Attachment E VACE Organizational Chart

VACE Organizational Chart



* = Appointed Positions
Last Updated June 2015

**Attachment F
Board Position Expiration Dates**

Position	Expiration
President	1 year – automatic from President— Elect
Immediate Past President	1 year – automatic from President
President—Elect	1 year – elected annually
Director of Finance	1 year – automatic from Director of Finance—Elect
Director of Finance—Elect	1 year – elected annually
Director of Operations	2 years
Director of Membership & Marketing Services	2 years
Director of Professional Development	2 years
Director of Technology & Communications	2 years
College Director	2 years
Employer Director	2 years

Attachment G VACE Award Descriptions

All award recipients must be paid, current or past members of VACE who are not in violation of membership.

Honorary Lifetime Membership

- Honorary Lifetime Membership honors those who have made notable contributions to VACE, the furthering of the career services and college relations functions, as well as regular participation in the Association. Members can be nominated for this award the year they plan to retire, anytime following their retirement/resignation, and/or change of profession.

A. Isabel Gordon Distinguished Service Award

- The A. Isabel Gordon Distinguished Service Award honors those who have rendered a continuing and superior level of service and leadership to VACE. This award may be presented to persons who are currently members of VACE, the regional Association(s), or the National Association of Colleges and Employers.

John L. Chase Meritorious Service Award

- The John L. Chase Meritorious Service Award honors those who have made exceptionally valuable contributions to cooperative education, career services or college recruiting, who have been continuous and ardent workers in the ranks over a long period of time and whose services deserve recognition.

New Professional Award

- The New Professional Award honors an outstanding VACE member with 1 to 3 years of experience in the field of career services, college recruiting, or college student employment who has made notable contributions in their current professional role.

Emerging Leader Award

- The Emerging Leader Award is presented to a VACE member who has made a significant contribution through service, on a committee, a task force, or in some other capacity that has continued the mission of VACE.

Patricia J. Carretta Special Achievement Award

- The Patricia J. Carretta award may be given to a member who has made a significant contribution to VACE during the past year. This award recognizes outstanding performance in carrying out special assignments

or appointments. The awardee has distinguished themselves as role models in their dedication to and advocacy for career services and human resource professionals. The recipient should possess leadership qualities, a positive attitude, and willingness to go the extra mile for VACE.

VACE Spirit Award

- The VACE Spirit award is given to an individual and/or a team who have participated in and won the most social media engagement during the VACE Spirit Challenge. The VACE Spirit Challenge is a friendly social media competition leading up to the VACE Annual Conference for current members to share why they are looking forward to the conference. The award also comes with bragging rights until the next conference.

Leadership Award

- The Leadership Award is presented annually to board members as they complete their term on the Board. It is with great appreciation that we thank them for their dedication, service, and leadership to VACE.

Membership Award

- The Membership Award recognizes members each year who have reached significant milestones including, but not limited to 5, 10, and 15 years of membership. VACE would be nothing without its members and this award serves to show appreciation to those that have continued to be members of VACE.

Celebration of Retirement Award

- The Celebration of Retirement Award recognizes those members that have recently retired from career services, recruiting, or other areas of career development and shows appreciation for their membership in VACE.

Past Award Winners

Honorary Lifetime Membership

Donnie Brown, Debbie Wilson, Rol Walters, Mary Meade Saunders, Gregg Paul, Col. F.H. Barksdale, James L. Bell, Stanley Brown, William H. Cato, James L. Dunn, J. Norwood Evans, Androniki Fallis, Andy Ferguson, Joy Flowers, S. Lee Fulcher, Q. Damon Gasque, Jim Hardin, Robert Hunt, Karen Knierim, Thomas Langston, Jim Malone, Nick Markham, Alphonso McCain, Tony Michael, Norris P. Moses, Thomas A. Nardi, Peggy-Ann Neumann, John Payne, Lawrence Simpson, Carol Steentofte, Donald Sutton, Isabel Gordon Swift, George Wells, Jean Yerian, John Couch, Lesli Henry, Patricia Carretta, Renee Herrell, Mary Schilling, Beverly Lorig

A. Isabel Gordon Distinguished Service Award

Amy Foster (2016), Ashley Crute (2015), Sarah Hobgood (2014), Barbara Hampton (2013), Chandra Lane (2013), Blake Wingfield (2012), Cristie Lucas (2011), James Barricelli (2010), Gigi Davis-White (2009), Lesli Henry (2008), Pam Herrmann (2007), Beverly Lorig (2006), John Couch (2005), Donna Cassell-Ratcliffe (2004), Toni McLawhorn (2003), Karen Knierim (2002), Rol Walters (2000), Jim McBride (1999), George Morris (1998), Joy Flowers (1997), Carter Hopkins (1996), Sam Ratcliffe (1995), Robert Hunt (1994), Patricia Carretta (1993), Gregg Paul (1992), Jean Yerian (1991), James Malone (1990), John Payne (1989), Stanley Brown (1988), Isabel Gordon Swift (1978), Fred Scott (1971), James Dunn (1970)

John L. Chase Meritorious Service Award

Monica Hill (2016), Cristie Lucas (2015), Becca Scott (2014), Toni McLawhorn (2013), Laura Hickerson (2012), Clint Foster (2011), Erin Ogburn (2010), Christine Harringer (2009), Manon Moynihan (2007), Debbie Wilson (2007), Gigi Davis-White (2006), Lesli Henry (2005), Pam Herrmann (2004), Anne Meehan (2003), Donna Cassell-Ratcliffe (2002), Toni McLawhorn (2002), Mary Meade Saunders (2001), Joy Flowers (2000), Deborah Sue Lyon (2000), Andy Ferguson (1998), Karen Knierim (1997), Tony Michaels (1997)

New Professional Award

Kelly Gooch (2016), Sara Greene (2015), Emily Culbertson (2011), Sarah Hobgood (2010), Crystal Tull (2008), Ellen Masters (2006), Ian Mooers (2005), Krista Leighton (2004), Sandy Crump Turnage (2004), Kandace McGinnis (2003), Linda Soller (2003), Peggy Hathaway Spiak (2002), Eric Johnson (2002), Debbie Wilson (2001), Mike Hobbs (2000)

Emerging Leader Award

Emma Maynard (2016), Dorothy Hayden (2015), Raphaela Kamholtz (2014), Monica Hill (2014), Sarah Hobgood (2013), Katie Tibbitts (2012), Amanda Gardner (2011), Kathy Payne (2011), Raphaela Kamholtz (2010), Sandy Turnage (2010), Laura Czerniak (2010), Barbara Hampton (2009), Becca Scott (2008), Chandra Lane (2008), Alice Jones (2007), Laura Yu Hickerson (2006), Denise Meadows (2006), Katy Malesky (2005), Kara Yarnot (2004), Claire Childress (2003), Gary Michael (2002), Catherine Copeland (2001), Susan Brault (2000), Ellen Taylor (1999)

Patricia J. Carretta Special Achievement Award

Denise Rudolph (2016), Toni McLawhorn (2015), Ellen Masters (2014), Michael Lawston (2013), Christine Harringer (2012), Bev Reid (2011), Crystal Lawston (2011), Gary Johnson (2011), Jeannine Lawrie (2010), Barbara Hampton (2009),

Chandra Lane (2009), Claire Childress (2008), Susan Brault (2008), Erin Ogburn (2007), Claire Childress (2007), Suzanne Wade (2007), Connie Hayes (2006), Erin Ogburn (2006), Clint Foster (2006), Sandy Turnage (2005), Mark Clark (2005), Mary Meade Saunders (2004), Kara Yarnot (2004), Catherine Copeland (2003), Jackie Jamison (2003), Gigi Davis-White (2002)

VACE Spirit Award

Organization: Enterprise (2016), University of Virginia (2015)

Individual: Kristen Coffey, Virginia Tech (2016)