

# 2025 National Coffee Association Volunteer of the Year Award Terms & Conditions

## DESCRIPTION OF THE AWARD

The National Coffee Association Volunteer of the Year Award (Volunteer of the Year Award) recognizes an outstanding volunteer who stands out for his/her overall leadership and contributions during the past year.

## NOMINEE'S ELIGIBILITY REQUIREMENTS

- The nominee must have worked for an NCA member company during the year in which they are nominated.
- The nominee must demonstrate exemplary volunteerism leadership and serve as a positive example to others while advancing the mission of the association.
- Recognition can be for a single contribution.
- Current members of the NCA Board of Directors are not eligible for consideration during their term of office. Nomination of a prior board member cannot occur until the candidate has left the Board.
- The award recipient or a representative, on behalf of the Award recipient, must be available for the Awards Presentation during the NCA Annual Convention.

## BENEFITS

The NCA Volunteer of the Year Award recipient will receive the following benefits:

- Press release announcing the NCA Volunteer of the Year Award Winner.
- A complimentary delegate registration to attend the NCA Annual Convention at which he/she is honored.<sup>1</sup>
- Presented with a commemorative plaque at the NCA Annual Convention at which he/she is honored.
- An NCA Volunteer of the Year Award ribbon at the NCA Annual Convention at which he/she is honored, and which is held in person.
- Recognized on the event app of the NCA Annual Convention at which he/she is honored.
- Recognized in the Awards & Recognition Gallery on the NCA Annual Convention platform at which he/she is honored, and which is held virtually.<sup>2</sup>
- Recognized in the first issue of the *NCA Coffee Reporter Weekly* following the award's presentation.
- Recognized on a dedicated National Coffee Association Volunteer of the Year Award webpage on the NCA website.
- The winner will receive additional recognition among his/her peers through NCA communications channels.

---

<sup>1</sup> Complimentary NCA Annual Convention delegate registration only and does not include any optional activities and events that require additional registrations and/or fees.

<sup>2</sup> Production cost of all digital materials for the Awards & Recognition Gallery are not included and the responsibility of the NCA Volunteer of the Year Award recipient.

## NOMINATION PROCESS

- A minimum of one (1) nomination by an NCA member in good standing is required, but a maximum of five (5) nominations by NCA members in good standing can be submitted.
- **Required Nominations:**
  - One (1) Lead Nomination from an NCA member in good standing.
- **Additional Nominations (Not Required):**
  - Up to Four (4) Supporting Nominations from NCA members in good standing.
- Nominees may also be identified and submitted by NCA staff.
- Self-nominations are not accepted.
- Nominations and any supporting materials must be in English.
- Nominations must contain sufficient information to inform the NCA Awards Committee without additional research.

## IMPORTANT DATES AND DEADLINE

**ONLINE SUBMISSION DEADLINES: Tuesday, November 26, 2024.**

- If there are **Supporting Nominators**, they should submit their nominations by **November 22, 2024**, so that the **Lead Nominator** has time to submit all required nominations by **November 26, 2024**.
- For nominees to be considered as award recipients at the next NCA Annual Convention, nominations must be submitted to the NCA by **Tuesday, November 26, 2024**.

**AWARDS PRESENTATION: Friday, March 7, 2025.** The Awards Presentations will take place during the Friday Awards Luncheon at the 2025 NCA Convention.

## JUDGES AND JUDGING CRITERIA

- The NCA Awards Committee shall review nominations for the Volunteer of the Year Award.
- The NCA Awards Committee will consist of the current Chair and four members of the NCA Board of Directors. The NCA Awards Committee may include additional judges designated by the Awards Committee and the NCA.

## SELECTION PROCESS AND NOTIFICATION

- **SELECTION PROCESS**
  - The final candidate for the NCA Volunteer of the Year will be determined by consensus of the NCA Awards Committee.
  - The recommendation by the NCA Awards Committee will be reviewed by the Board of Directors during a meeting (i.e., in person, electronic, telephone, or video), in which a quorum is present and shall be approved by a three-quarters vote of those Board members present at the meeting.
  - The NCA Volunteer of the Year Award is not required to be given annually.
  - The NCA Award Committee may decide not to give the award if, in its sole discretion, the judging criteria are not met.

- **NOTIFICATION**

The NCA Volunteer of the Year Award recipient and nominators will be notified by the Chair of the NCA Awards Committee. Such notification will be sent by email within 30 days prior to the date of the Award presentation. The email will contain a request not to disclose the selection prior to the official announcement by the NCA.

**RELEASE WAIVER AND USE OF NOMINATOR’S INFORMATION**

The NCA will not return any of the submission materials. By submitting a nomination for the 2025 NCA Volunteer of the Year, the nominator takes full responsibility for the accuracy of all information submitted and warrants that all necessary permissions have been obtained from others who may have rights to the information and/or materials and that no compensation is due to nominator in exchange for the information/materials submitted. Nominator further holds the NCA and NCA employees, agents, officers, directors, and members harmless from all liability, and grants to the NCA the non-exclusive right to publish, reproduce, and distribute submitted information on the NCA website, at the 2025 NCA Convention, on the 2025 NCA Convention app, and in NCA digital, social, and print communications.

**REMOVAL AND REVOCATION OF NCA VOLUNTEER OF THE YEAR AWARD**

The NCA shall have the sole authority and discretion to remove an individual from the NCA Volunteer of the Year and all privileges connected therewith, having determined that there is good cause to do so. This may include, but is not limited to, misrepresentation, fraud, deception, or unethical practices. The NCA’s discretion in this matter shall include the right to rescind an Award and remove the individual from the list of honorees after the Award has been bestowed.

**AMENDMENTS**

The NCA shall have the sole authority to interpret and enforce all terms and conditions contained herein, to make any amendments thereto, and to make further rules as shall be considered necessary. Any and all matters or questions not specifically covered by these terms and conditions are subject to the discretion of the NCA, whose decisions will be final.

**NCA PRIVACY POLICY**

[Click here](#) to view the most recent Privacy Policy.

**QUESTIONS**

Contact Terri Bartlett, Director of Member Relations, [via email](#) or at (646) 924-4039.