



## AWARDS AND MEMBER RECOGNITION MANAGER

Directly reports to: President and Vice President(s)

Responsibilities:

- Preparing and submitting award applications to LSV and other bodies
- Keeping track of and organising long service awards
- Sourcing and organising awards for Presentation Night
- Keeping the honour boards up to date each season
- Creating new ways to recognise efforts of the membership
- Liasing with the Board regarding the above

Key skills and attributes:

- Organised with strong attention to detail
- Clear communicator
- Strong understanding of day to day patrolling, as well as the 'behind the scenes' work
- Takes initiative to complete work and process awards and applications