

## AWARDS AND MEMBER RECOGNITION OFFICER

<b>Role purpose</b>	To recognise and award efforts of the club's membership		
<b>Reports to</b>	Vice President (Annie)		
<b>Organisational structure</b>	Individual role reporting directly to a Board member		
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Preparing and submitting award applications to LSV and other bodies</li> <li>• Keeping track of and organising long service awards</li> <li>• Sourcing and organising awards for Presentation Night</li> <li>• Keeping the honour boards up to date each season</li> <li>• Creating new ways to recognise the efforts of the membership</li> <li>• Liaising with the Board regarding the above</li> </ul>		
<b>Skills/attributes/ qualifications for role to succeed</b>	<ul style="list-style-type: none"> <li>• Organised with strong attention to detail</li> <li>• Clear communicator</li> <li>• Strong understanding of day-to-day patrolling, as well as the 'behind the scenes work</li> <li>• Takes initiative to complete work and process awards and applications</li> <li>• Ability to use Excel and other Microsoft appliances</li> </ul>		
<b>Role duration</b>	Ongoing		
<b>Time commitment</b>	<b>Activity</b>	<b>Frequency</b>	<b>Time</b>
	- Preparing and submitting award applications to LSV and other bodies	Yearly	2 hours
	- Keeping track of and organising long service awards	Yearly	3 hours
	- Sourcing and organising awards for Presentation Night	Yearly	2 hours
	- Keeping the honour boards up to date each season	Yearly	2 hours
	- Creating new ways to recognise the	Dependant	Dependant

	efforts of the membership		
<b>Key stakeholders</b>	<ul style="list-style-type: none"> <li>- Club members</li> <li>- Board members</li> </ul>		
<b>Authorities/delegations</b>	Board members relevant to award or recognition		
<b>Position description last reviewed</b>	<b>Reviewer</b>	Annie Coleman	<b>Date</b> 1 October 2023