

## **Trophy Convenor**

**Purpose:** To be responsible for the ordering of medals for Internal Club Galas and maintaining a list of all Club trophies

### **Main Functions and Duties**

- Order medals and ribbons for Club Championships, Distance Championships and the Club Novice Gala
- Collect all Club trophies 1 month prior to the event
- Distribute Club trophies for photographs at the event
- Collect trophies by a certain date for engraving
- Collect trophies that have been engraved
- Distribute trophies to recipients.
- Maintain trophies – checking for those that need to be repaired or replaced or have extra plates added
- Ensuring that when a member leaves the Club that all trophies they may hold are returned to the Club

### **Skills and Attributes**

- Good organisation and communication skills
- Enthusiastic
- Reliable and trustworthy
- Team player

### **Requirements**

- To liaise with Internal Gala Convenor
- To liaise with suppliers (medals from Running Imp and engraver Eric Young)
- Sign and adhere to Club Code of Conduct for Volunteers
- Be a member of SASA and the Club

### **Training and Support**

- Support of the Club Committee

### **Time Commitment**

- Can vary depending on the number of Club events and the cooperation of Club members in returning trophies