

# AWARDS OFFICER

## *Key Responsibilities*

- Provide leadership, guidance and direction to the Sports Union Awards Committee, conducting all meetings and ensuring committee functions are carried out. This includes, but is not limited to; accurate record keeping of winners, contacting nominees, engraving respective trophies etc.
- To act as the principle point of contact for all enquiries relating to Awards, Hall of Fame and Colours
- Support the publication of marketing materials, primarily the Sports Ball programme by sourcing content and photo's for editing purposes
- Attend and contribute to all Sports Union Executive Committee and General Committee meetings, as well as any working groups assigned by the Sports President