



ROLE DESCRIPTION:

AWARDS LEAD VOLUNTEER

Role

Promote and encourage all aspects of awards throughout the county.

Personal Qualities

Have passion and enthusiasm for guiding. Be confident and a good communicator. Have good organisational and time management skills.

Term

Is appointed for an initial term of 3 years and may be re-appointed for a further 2 years*.

Responsible to

The county commissioner

Working with

Awards secretary

Awards committee

Other county team members

Expenses

Claimed from county treasurer

Responsibilities

- Encourage, enable and support applications for all awards including district, county, regional and national.
- Assist with any county awards related queries.
- Chair awards committee meetings and work collaboratively with its members.
- Take an active role in selecting award nominees to receive awards.
- Select candidates from nominees to be put forward for Girlguiding regional/national awards/national honours.
- Assist with organising the county's annual awards celebration event, including visiting prospective venues, negotiating prices within budget for various aspects of the event.

- Ensure all commissioners are kept up to date with changes in the awards system.
- Attend quarterly county operations group (COG) meetings and be an active member.
- Produce a report for the quarterly county meetings.
- Attend region award meetings as required.
- Receive and disseminate relevant information received from the country/region to team members (normally by way of meetings).
- Use the county designated email address for correspondence relating to the role.
- Only store records relating to the role on the county Microsoft Teams system.

**Reappointment is not automatic.*