



ROLE DESCRIPTION:

AWARDS SECRETARY LEAD VOLUNTEER

Role

Provide administrative support to the county awards lead volunteer.

Personal Qualities

Be organised and efficient. Have good time management and IT skills (including Excel, Teams and Outlook). Previous experience of minute taking would be useful.

Term

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

Responsible to

Assistant county commissioner – promote and grow team

Working with

The county awards lead volunteer

Awards committee

Other county team members

Expenses

Claimed from county treasurer

Responsibilities

- Provide administrative assistance to the awards lead volunteer.
- Assist with queries relating to county awards.
- Attend and minute awards committee meetings and circulate minutes to members.
- Collate nominations and liaise with commissioners to obtain seconder support.
- Take an active role in selecting which nominees will receive awards.
- Assist with organising the county's annual awards celebration event (including working with external printers to produce invitations and award certificates).

- Send out invitations with personal letters.
- Monitor and collate RSVPs to provide information to the awards committee.
- Liaise with the county administrators to ensure awards information on the website is up to date.
- Liaise with county administrators to advertise awards nominations.
- 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.*