



## JOB DESCRIPTION: JACK PETCHEY CO-ORDINATOR

### ROLE:

RESPONSIBLE TO: Executive Committee

### SKILLS REQUIRED:

- Good organisational skills
- Good administration skills
- Knowledge of computer applications like Email, Word and Excel
- Enthusiastic
- Be available and approachable by the clubs members

### MAIN DUTIES

- Organising the nominees yearly
- Coordinating the yearly nominations
- Collating the entries
- Organising the selection process
- Publishing the results
- Ensuring that the whole process follows the strict guide lines laid down by the Jack Petchey Foundation (JPF)
- Organising the award ceremony
- Administrating the nominations
- Completing the Achievement Award Report bi-year via the JPF web page
- Organise the celebration events if selected to attend
- Attend quarterly committee meetings

**Time Commitment:** \_\_\_\_\_

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson/Secretary \_\_\_\_\_ Date: \_\_\_\_\_