

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
- Administating 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: _____