

# Awards Officer

Organisation	Strathclyde Sports Union	Role	Voluntary
Group	Sports Executive Committee	Commitment	4-8 hours per week
Responsible to	Sports Union President	Duration	2020-21 Academic Year

## Main Responsibilities

1.	Chair the Sports Union Awards Committee, conducting all meetings and ensuring committee functions are carried out in accordance with governance By-laws.
2.	Recruit panel members for the Awards Committee, coordinating meeting dates and ensuring accurate record keeping of minutes.
3.	Act as the principle point of contact for all enquiries relating to Sports Union awards, hall of fame and colours recognition frameworks.
4.	Support the publication of marketing materials for the Sports Awards Ball, proactively sourcing content for editing purposes.
5.	Support Sports Union staff and other volunteers on the Sports Executive with the general planning, organisation and delivery of key events, such as Sports Ball, Captains Dinner and Elections.
6.	Attend and contribute to Sports Executive committee and sub-committee meetings throughout the academic year.

## Recommended Skills & Experience

•	Understanding of the barriers facing students with regards to accessing sport at the University
•	Awareness of the Sports Union organisation and internal structures from time served on a club committee
•	Strong communication, organisational, planning and delegation skills
•	Pro-active and enthusiastic individual with a passion for student sport at the University
•	Committed and able to contribute time and effort to the role