

**ROTARY INTERNATIONAL DISTRICT 5150
JOB DESCRIPTION**

DISTRICT AWARDS COORDINATOR

ROLE:

Coordinates with the District Governor, Chief of Staff, Assistant Governors and Club Presidents the Annual District Club Awards Program.

RESPONSIBILITIES:

The Awards Coordinator should be familiar with the Annual Awards criteria and encourages all Clubs to apply for awards. He/She coordinates and communicates with all parties pertaining to the awards program. Collecting data, collating information, communicating with all parties in a timely fashion is crucial.

- * MARCH 25th - Application deadline - the Assistant Governors receive applications from Clubs
- March 30th - the Chief of Staff (COS) collects all awards applications from the Assistant Governors
- April 1st - the Awards Coordinator collects and collates all awards applications from the COS
- April 5 - the Awards Coordinator contacts all Presidents confirming awards, cc'ing Assistant Governors and COS
- April 10 - Awards requests are sent to the vendor
- By April 25th - All awards delivered to the Awards Coordinator for confirmation.
- April 30th - Awards Coordinator shall double check all awards for proper spelling and club category.
- All awards are delivered to the District Conference or to the COS as the Governor deems appropriate.

Follow up with the COS after the District Conference for any errors or redos. With a smile of course!!

QUALIFICATIONS:

Must be a Rotarian in good standing with your club for at least one year
Must be organized, timely in all tasks and excellent follow through
Requires patience and a good sense of humor

TERM OF OFFICE:

One year - served during the District Governor year, but is identified in the prior year by the DGE.