

# Annual Awards Function Coordinator



## Employment Type

The Annual Awards Function Coordinator of Weightlifting Tasmania is a **voluntary** role.

## Position Objectives

The role of the Annual Awards Function Coordinator is to:

- (1) Make venue and catering arrangements
- (2) Arrange with previous winners to return needed perpetual trophies

## Organisational Relationships

The Annual Awards Function Coordinator reports to the Board of Weightlifting Tasmania.

## Tasks

The tasks of the Annual Awards Function Coordinator are to:

1. Identify venues suitable for the event as early as possible in the year. Venues are often booked one year in advance.
2. Plan for 70 persons to attend.
3. Provide advice to the Board of Weightlifting Tasmania on possible hiring and catering costs.
4. Contact all winners of perpetual awards at previous year's function and make arrangements for trophies to be brought back under the control of Weightlifting Tasmania 8 weeks before the Annual Awards Function.
5. Update the trophy catalogue which lists all winners of previous years.
6. Arrange perpetual awards to be engraved ready for handing out at next Awards Function.