

## Keeper of the Trophies – Role description

### **AIM**

To ensure all Societies trophies are kept secure and in good condition and are engraved and available for each year's Awards Ceremony.

### **TASKS**

#### **September**

Obtain up-to-date members' details (e-mail addresses, correctly spelt names and initials, etc.) from Membership Secretary.

Attend Annual Dinner Sub-committee meetings

#### **September/October**

Communicate with previous year's trophy winners and provide instructions on delivering trophies to the designated engraver

Prepare and deliver engraver's checklist for receipt of trophies from previous year's winners

Prepare and deliver an accurate list of trophy winners to the engraver

Liaise with engraver and chase up any late or missing trophies and their protective bags

Liaise with Competitions Secretary to ensure all current year's winners' names have been correctly listed against each trophy

Chase up/collect trophies from any holder who fails to deliver on time

Arrange for Past-President's wine coaster to be obtained and engraved

Arrange for President's Gavel to be engraved

Prepare Scroll of Honour and make copies for tables at Awards Ceremony

#### **Early November**

Collect all trophies from engraver and store them securely at home

Check all names are correctly engraved

Check and record details of any damaged trophies

Undertake minor repairs to trophies where possible

Inform Treasurer of likely cost of repairs to damaged trophies

Clean/polish trophies in readiness for Awards Ceremony

Circulate a request to all winners who may not attend Awards Ceremony to ask another member to collect trophy on their behalf

Record the names for anyone collecting trophies on behalf of absentees

Prepare presentation details for announcements

### **Awards Ceremony**

Deliver trophies to venue on day of Ceremony

Lay out trophies in presentation order with protective bags ready for distribution

Hand correct trophy to President for each presentation

Organise provision of protective bags to each trophy holder

Record names of any member collecting a trophy on behalf of a non-attending winner

Retain and store uncollected trophies and arrange to hand them on to winners when possible, normally at following year's competitions

Retain any seriously damaged trophies for repair and later distribution to winners

### **November/December**

Arrange with suitable silversmith for the repair of damaged trophies

Update website with latest trophy winners' names

### **January/February**

Liaise with Membership Secretary regarding renewals and collect trophies from all non-renewing trophy holders. Retain them until the next awards ceremony

Return newly repaired trophies to their current holders.

### **Throughout year**

Attend Committee meetings