



**Club Awards Officer
Forrestfield Football Club**

Title	Club Awards Officer
Division	General Committee
Reports To	Treasurer
Salary Details	Nil - Volunteer Position within club

The Role

To organise and assist with selecting, ordering and distribution of Forrestfield Football Club (FFC) awards.

Responsibilities	<ol style="list-style-type: none"> 1. Liaise with FFC Auskick Coordinator regarding ordering, purchasing and supply of end of season trophies. 2. Liaise with FFC Modified Rules Coaches and Team Managers regarding ordering, purchasing and supply for end of season trophies. 3. Liaise with Full Rules Coaches and Team Managers regarding ordering, purchasing and supply of team awards and trophies 4. Liaise with Executive Committee regarding ordering, purchasing and supply of end of year club awards 5. Liaise with all coaches & managers regarding ordering milestone game awards 6. Liaise with Sponsorship and Fundraising Coordinator regarding ordering, purchasing and supply of sponsors end of season gifts 7. Contribute and guide a positive behavioural culture within the FFC
Hours	<ol style="list-style-type: none"> 1. Approx 2 hours per week
Availability	<ol style="list-style-type: none"> 1. Attend monthly FFC Club General Meetings (Held second Tuesday of each month) 2. Attend FFC AGM
Desirable Skillsets / Qualifications	<ol style="list-style-type: none"> 1. Well-developed communication skills 2. Well-developed organisational skills