



Kingsway Sports Complex
Skeit Road Madeley
PO Box 1338 Wangara 6947
ABN 18 475 614 383

PORTFOLIO DESCRIPTION - PHOTOS & TROPHIES

Works in conjunction with :

Other Portfolios - Secretary ; Registrar ; Scoring Co-ordinator ; VP's

External to Committee - Portfolio Sponsors ; Team Managers

Responsibilities and Duties :

Photos

- ◆ Liaise with Photographer to set Junior Teams Photo day keeping in mind fixturing
- ◆ Produce roster for teams to have photo taken keeping in mind game times
- ◆ Liaise with Team Managers regarding Photo roster
- ◆ Liaise with Team Managers regarding names (in order) in photo
- ◆ Check spelling of names
- ◆ Have team photos ready for Junior Trophy day

Trophies

- ◆ Liaise with Secretary for Official Trophy list for teams and Club Awards etc
- ◆ Liaise with Prime Trophies (Club Sponsor)
- ◆ Make trophy selection for each Team and Club award
- ◆ Liaise with Scoring Co-ordinator for names of trophy winners
- ◆ Collect perpetual trophies from previous year and deliver to Prime Trophies
- ◆ Send list of winners to Prime Trophies Check spelling of names
- ◆ Pick up trophies check spelling of names
- ◆ Set up Trophies on Junior Trophy Day
- ◆ Set up Trophies at Senior awards night
- ◆ Organise for Honour Board to be updated as required

Knowledge and Skills Required :

The person performing the portfolio is someone who:

- ◆ Has good effective communication
- ◆ Has good computer skills (Word & excel)
- ◆ Is well organised
- ◆ Is able to work as part of a team
- ◆ Can make time to do tasks during business hours