

Job Description

Appointed by: SOA Board

Period of tenure: Not limited

Reporting: Regular standard report to Operations Director

Aims

1. To document all SOA trophies, keeping track of their location and condition
2. To liaise between event organisers and trophy holders

Duties and Responsibilities

- To maintain records of the current holder (club or individual) of each trophy and their contact details.
- To liaise between event organisers and trophy holders to ensure trophies are returned when needed
- Whenever possible: to inspect trophies for damage
- To advise the Operations Director on the need for additional trophies (for example new classes or new events) and when trophies are no longer in use (for example due to removal of classes or events)

Pro-forma for reporting (“Nothing to report” is permitted!)

Headings should include:

1. Any issues regarding the location of trophies
2. Any need to repair or replace a trophy
3. Suggestions for new or repurposed trophies