



CAMBRIDGE CYCLING CLUB

For Recreational And Racing Cyclists



ROLE DEFINITION

Job Role

Honorary Trophy Secretary

Principal Objective

To ensure the success of the Annual Awards Ceremony

Duties and responsibilities

- Responsible for the Club Trophies
- Ensure the Asset Register records the up to date location of the trophies
- Determine who has won what at the end of each summer season
- Retrieve trophies from the previous year's winners
- Arrange engraving of the trophies with the names of the current year's winners
- Arrange medals for winners attending the Annual Awards Ceremony
- Arrange delivery of trophies and medals to the Annual Social
- Ensure the Annual Awards compère is fully briefed on who has won what

Attributes

- Enthusiasm
- Methodical
- Attention to detail