

Awards Director

The Awards Director ensures that all members are aware of the awards that are available to them as well as keeping them on track to attain that award. This Director needs to work with the Membership and the Personal Development/Education Directors in ensuring all members know what is available to them. This position would be ideal for that club member that has “been there done that” perhaps a former District/National officer or Life Member.

A person wishing to hold the position of Awards Director should have or wish to further develop a skill set which includes: organizational skills, written communication skills, motivational skills, and an ability to manage varying timelines.

The Awards Director typically has the following responsibilities unless the Club House Rules specifically states otherwise which include but are not limited to:

- Keep the club informed on all awards
- Promote the club and individual members participation in the awards program
- Track club progress on awards at all levels of the association
- Network with other clubs in the zone to arrange visitations opportunities
- Assist Individuals with tracking and affidavit filing for individual awards
- Work with the Membership & Personal Development/Education Directors in helping all new members achieve their Maple leaf of Distinction Award
- Regularly report to the Executive on their progress to achieving the Outstanding Club Award

Additional information on having a successful year as Club Awards Director along with the complete list of duties, can be found in the **Successful Club Manual** located in the Resource Library @ www.kincanada.ca