**Position Description**

**Trophy Steward**

# *Position overview*

The Trophy Steward is an administrative officer of Archery New Zealand who plays a key role in ensuring that the trophies which record and celebrate the achievements of member’s are managed and maintained. The Trophy Steward must be at least an Administrative member of Archery New Zealand.

## Responsible to

The Trophy Steward is appointed by, and directly responsible, to the Board of Archery New Zealand.

***Tenure***

2 years (odd years)

## Responsibilities and Duties

The Trophy Steward should:

* Confirm the names and criteria for the trophies awarded each year at the Outdoor and Indoor Nationals
* Maintain an electronic Trophy Register including photos, names of recipients of each trophy
* Ensure all trophies that are awarded are signed for in the Trophy record book, and recipients are made aware of their responsibilities
* Arrange for repairs as and when required (quotes for repairs will need to be obtained and approved by the Board).
* Send reminders to trophy holders to return trophy's on or before the required event
* Identify those trophies previously presented but which are now missing
* Use best efforts to track and have any missing trophies returned
* Carry out the same tasks for the any trophies awarded by Archery NZ through any postal shoots
* Identify any additional/replacement trophies that Archery NZ should have and work with the Board to seek and manage donations of trophies or money toward purchase of these
* Submit inventory report on an annual basis or as required to the Board on the overall state of trophies

## Person Profile

Ideally a Trophy Steward is someone who is:

* A great communicator
* Skilled at polite persistence
* Competent in the use of Excel and Word
* Good at working with others remotely to achieve a common goal
* Positive and enthusiastic
* Well organised
* Can maintain confidentiality on relevant matters (the Trophy Steward will be required to sign an Archery NZ Confidentiality Agreement).

***Key Relationships***

In completing the responsibilities and duties of this role, the Trophy Steward will need to establish and maintain good working relationships with the following:

* Board of Archery New Zealand – in particular the National Secretary
* National Administration team
* LOC for National Outdoor and Indoor tournaments

***Deliverables***

* Submit regular reports to the Board outlining current status of trophies
* Evaluate personal performance annually, reporting to the Board of Archery New Zealand
* Review own position description annually to ensure accuracy and submit potential changes to the Executive Committee.

***Time Commitment Required***

The time commitment required as the Trophy Steward varies throughout the year, being most busy immediately prior to and following the National events.

***Delegations***

Nil

December 2016