



Role Description: Coordinator: National Awards

Role Purpose

To support the management and coordination of Awards of the adult members in SCOUTS South Africa (SSA) in accordance with the Constitution, Organisational Rules and Policies, under the direction of the Chair National Adult Support

Functions

1. **Support:**
 - a. The efforts of the Chair: National Adult Support in implementing SSA's Recognition and Awards Policy.
 - b. Support each other with updating and making current, all relevant Awards forms needed.
2. **Attend and support** National Adult Support Team Meetings when invited
3. **Award Committees (NAC & RAC)**
 - a. Support both RAC/ NAC & Monitor progress of awards to ensure timeous processing for handout to members
 - b. Coordinate all administration of awards from start to final sign-off and processing, ensuring the National Administrator send to the applicable region in time.
 - c. Provide Statistics on awards (where applicable) year on year to show growth in valuing our members.
4. **Perform** / implement any project / task / assignment, as required by the Chair: National Adult Support.
5. **Undergo** an annual Personal Development Review – Moments that Matter - with the Chair: National Adult Support.

be prepared....

Accountability & Reporting Structure

Applicable Policies to the

Role:	All SSA Policies
Report to:	Chair: National Adult Support
Supports:	RAC / NAC

Delegated Power

1. Recommendation on Award updates

Period of Warrant

- * A maximum initial period of 3 years – can be shorter, which can be renewed for a further 2yrs if required and accepted by both parties after a Moments that Matter has been held.
- * A member joins the Team immediately on receiving an Appointment as National Coordinator:
Adult Support - Awards
- * The appointment ends at the same time as the warrant expires.

Other Agreed Tasks

As agreed with the direct report the candidate will also be responsible for: