

Salty Sisters Awards Officer

Job Description

The Awards Officer is responsible for coordinating, tracking, and administering awards and recognition activities for Salty Sisters. This role helps ensure that members are celebrated fairly, consistently, and in alignment with the Salty Sisters' mission, traditions, and established procedures.

Primary Responsibilities

- Receive all records and materials from outgoing Awards Officer.
- Review all materials and communicate with outgoing Awards Officer.
- Review Salty Sisters calendar to prepare for events that will require charms to be distributed.
- Set up a "tickler" calendar so charms can be ready to present for events.
- Take inventory of existing charms.
- Transfer contact information with Rembrandt Charms and set up ordering process.
- Determine what charms will be needed and place orders with Rembrandt.
- Coordinate with Salty Sister Co-Captain in advance of events where charms will be needed.
- Present appropriate charms to recipients as they are earned for sailing achievements.
- Take trophies, including Edie Pace, Jobin, Misfit, Chile, and Maggie Mug, to Brown's Trophies for engraving with the winner's name as each of these races occur.
- Set up a spreadsheet to track the charms that are distributed.
- Keep accurate records of all charm orders, engraving expenses, and invoices.
- Send invoices and payment requests to the Salty Sisters Treasurer in a timely manner.
- In preparation for the annual meeting, prepare all charms for presentation; each charm goes into an envelope with the recipient's name, date, reason for receiving, and charm description.
- In preparation for the annual meeting, secure the names of trophy recipients from the Captain and Co-Captain. Take trophies to Brown's Trophies for engraving. Approve the proofs. After engraving, cover the names with blue tape until revealing the winners at the annual meeting.
- At the annual meeting, read the names of charm recipients and coordinate with the Captain for presentation.
- Keep accurate records in the spreadsheet of all charms and trophies that have been presented throughout the year.
- Record the charms and awards presented on the index cards in the file box.

Qualifications and Skills

- Strong organizational and recordkeeping skills.
- Good written and verbal communication skills.
- Attention to detail and ability to meet deadlines.
- Ability to work cooperatively with members, officers, and committees.

- Commitment to fairness, confidentiality, and positive recognition of members.
- Basic comfort using email, documents, spreadsheets, or other tools needed to track award information.

Time Commitment

The time commitment may vary depending on the awards calendar and scheduled events. The Awards Officer should be available to attend Salty Sisters weekly and Board of Directors meetings, communicate with members and leadership, and complete award-related tasks before established deadlines.

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Barbara Mehaffey