



U.S. MASTERS SWIMMING

Position Description

Position title	LMSC Awards and Recognition (committee or coordinator)	
Start date / End date or Term length	Ongoing	
Estimated hours/days required per month	Varies depending on the time of the year.	
Reports to	LMSC Chair or LMSC governing committee	
Direct Reports		
Role overview and purpose, and how it relates to the organization's mission		
<p>This position (or committee) is charged with managing the process of recognizing volunteer (or sometimes contractor or vendor) participation of various levels. From simple mentions in the newsletter to certificates, plaques and trophies, this position is charged with nominating, vetting and presenting awards to the various recipients, according to established LMSC protocol.</p> <p>The LMSCs need volunteers to perform many functions. Recognizing volunteer efforts is always a good way to encourage continued efforts and pave the way for new volunteer recruitment.</p>		
Key responsibilities		
<ul style="list-style-type: none"> • Take the lead in the development of new LMSC awards. • Solicit or make nominations for LMSC established awards • Investigate and vet nominees • Form a selection committee and choose recipient(s) • Plan or arrange for presentations 		
Key deliverables		
<ul style="list-style-type: none"> • Present or coordinate the presentation of LMSC awards • Maintain LMSC award criteria documentation • Order appropriate trophies, certificates, etc. • Write or solicit articles about LMSC award recipients for publication to the membership (i.e., email, newsletter, local papers). 		

Recommended skills, experience and attributes
<ul style="list-style-type: none"> • Knowledge of local awards and their criteria • Ability to keep a secret • Ability to assemble reliable and accurate information for award choices • Ability to speak in public or arrange for others to present the awards
Recommended training
<ul style="list-style-type: none"> • Review information about Recognition of Service for Volunteers, located at http://www.usms.org/admin/lmschb/volunteer_rec.pdf.
Benefits for the volunteer
<ul style="list-style-type: none"> • Making award presentations • Gaining knowledge of important volunteers • Developing organizational skills
Benefits to USMS
<ul style="list-style-type: none"> • Regular presentation of awards to volunteers garners more identity and loyalty to USMS, and encourages others to aspire to a higher calling.
Other suggested requirements of the role
<ul style="list-style-type: none"> • Succession planning to recruit a capable successor for handling your role and responsibilities.