**Awards Coordinator & Awards Review Committee**

Updated: February, 2025

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| Job or Activity: Awards Coordinator | Person Responsible: Lois Fox [awards@pner.net](mailto:awards@pner.net) or lois@hosmerlake.com |
| Elected or Appointed? Appointed | When? January, 2025 |
| Specific Qualifications? | If so, what are they?  Writing proficiency. Comfortable using software such as Word and Excel. Ability to run meetings, coordinate with other volunteers, meet deadlines. |
| If this is a committee, list other members | Chairs the Awards Review Committee TBD |
| Other positions interface with this one. | Points Secretary, Technology Committee members, Newsletter Editor, Handbook Editor, Membership Secretary, Award Sponsors, PNER Officers and Board |
| By-laws Description: | None |
| Expected monthly time commitment: | 10 hours per month |
| Basic Responsibilities:  Ensure award descriptions are written and available to the membership in the PNER Handbook and online at [www.pner.net](http://www.PNER.net) Review member eligibility where needed (e.g., teams, couples, novice, rookie). Support the Points Secretary on award criteria interpretation. Support the Technology Committee on award standings programming. Prepare articles for the PNER Handbook and newsletter on award enrollment/nomination deadlines, potential award changes and other awards-related topics of interest. Communicate with award sponsors on their continuation and/or modification of awards and awards descriptions. Through the Awards Review Committee make recommendations to the Board on award additions, deletions, modifications. Annual task checklist is available.  Refer to Award Task List & Award Coordinator Work Plan for additional information | |