



LMSC VOLUNTEER ROLE DESCRIPTION AWARDS AND RECOGNITION COORDINATOR (OR COMMITTEE)

ROLE OVERVIEW

The coordinator's purpose is to promote recognition of volunteer efforts within their LMSC. This position may also be filled by multiple people working as a committee.

KEY DUTIES & RESPONSIBILITIES

- Develop, continue, or enhance recognition programs for volunteers in the LMSC.
- Manage the process of recognizing volunteer (or contractor or vendor) participation at the local level.
- Nominate, vet, and present awards to various recipients according to established LMSC protocol.
- Form a selection committee by which to choose recipient(s).
- Recognize volunteer participation through various methods, which include but are not limited to:
 - Publications (e.g. email, eNewsletters, local papers)
 - Physical awards (e.g. certificates, plaques, trophies)
- Plan and coordinate presentation of awards.
- Maintain LMSC award criteria documentation and records of recipients.

RECOMMENDED EXPERIENCE & SKILLS

- Public speaking experience
- Leadership and delegation skills
- Strong interpersonal skills
- Attention to detail and organization
- Ability to assemble reliable and accurate information for award choices

RESOURCES

- National Recognition and Awards Committee Chair: awards@usms.org
- Recognition of Service for Volunteers document: http://www.usms.org/admin/lmschb/volunteer_rec.pdf