

Marshbanks Trophy Chairperson Job Description

Requirements: A serious interest in the job. Capable of transporting and caring for trophies. Computer skills. Organizational skills.

- Starting in November of challenge year, contact membership to encourage an interest in applying for the annual trophy and title awards.
- Remind the current trophy recipients to return the trophy in their possession to the annual Marshbanks Christmas Party by party date, or leave the trophy in the kitchen of Adele Yunck's training building by or before the annual Christmas Party
- Collect all trophies and take them to your home. Look them over and make sure all are in good condition and cleaned.
- Contact Foresight Supersign, the engraver, to set up approximate time information will be sent for engraving.
- Continue, by email to encourage membership to apply for a trophy or title bar. Deadline to apply is Feb 2 of current year.
- Receive and organize all applicants forms in relation to the specific trophy and organize all title(s) earned information received either by mail or email. Remove one engraved plate from trophy and any number of plates needed that will be sent/taken to Foresight Supersign for engraving.
- Create a template form to list all trophies and titles earned for challenge year, listing winner(s) of trophies and recipients of titles earned Plaques or Bars.
- Shortly after deadline of 2/2 of current year, transport gathered information for engraving to Foresight Supersign in Lansing, MI Engraver will need at least one months time, to finish all engraving before Annual Awards Banquet
- Retrieve all engraved work from Foresight Supersign
- Apply and reattach engraved plates to appropriate trophy. Cover current winners name with masking tape until presentation at Awards Banquet.
- Transport all trophies to Awards Banquet