**DISTRICT 5130 AWARDS CHAIRMAN**

**ROLE**:   
Coordinates with the District Governor, Assistant Governors and Club Presidents the annual District club awards program.

**RESPONSIBILITIES**:

* The Awards Chairman should be familiar with the annual awards criteria and encourage all Clubs to apply for awards, He/She coordinates and communicates with all parties pertaining to the awards program. Collecting data, collating information, communicating with all parties in a timely fashion is crucial.
* The Awards Chairman creates a committee of Rotarians from throughout the District to review and rank awards.
* Application deadline is noon of day of the District Training Assembly.
* District Awards Chairman collects and collates all award applications.
* District Awards Committee reviews and rates award applications;
* Awards requests are sent to the vendor.
* District Awards Chairman checks all awards for proper spelling and club information.
* All awards are delivered to the District Conference

**QUALIFICATIONS**:

Must be an active member in good standing with your Rotary Club for at least 1 year.

Must be organized, timely in all tasks and excellent follow through.

**TERM OF OFFICE:**   
One year-­ Served during the District Governor year, but is identified in the prior year by the DGE.