

# Role Outline: Presentation Evening Organiser

**ORGANISATION NAME:** Plymouth and District Badminton League

**ROLE:** Presentation Evening Organiser

**RESPONSIBLE TO:** League Committee

**NAME OF VOLUNTEER:**

**START DATE:** **END DATE:**

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## Responsibilities:

- Arrange a suitable venue for the presentation evening for a date set by the committee
- Be responsible for the 'entertainment' had on the evening
- Coordinate with the club secretaries over the annual raffle tickets and prizes
- Coordinate with the Fixtures Secretary and Tournament Secretary over the presentation of the trophies
- Coordinate with the committee on the biennially presentation of the "Margaret Adams Trophy"
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

**Signed:**

**Date:**