**HSC Prizes Secretary Job Description**

* The busy time of the year for the Prizes Secretary is the annual prize giving at the Christmas party. The prizes secretary is responsible for collecting all the trophies from the previous years winners, organising for them to be engraved and then arranging them to be presented at the prize giving in December.
* Throughout the year ensure that there are prizes at the club for the series and special events, for instance making sure that there are Easter eggs to be given out for the Easter Egg Handicap and wine and youth prizes for the Club championships, Iced Tankard etc.

Steve and Elaine Jolly have been doing this role, but are now ready to hand it over to somebody new. They have it well organised, so it should be a smooth handover. There is no requirement to attend committee meetings, although you would be most welcome if you wish to join.