**Terms of Reference for Club Trophies Convener**

The Club Trophies Convener role is to act as first point of contact for any queries on Club trophies or other prizes.

Main functions are:

* To act as custodian of all Club trophies.
* To arrange, where required, engraving of club trophies prior to award.
* To ensure that the required trophies are in place for award at the Club Championships and AGM as required.
* To order medals when required for any Club-hosted event.
* To ensure that trophies and other associated valuables are insured according to Club policy.
* Other general administrative duties as required in support of the Committee.

The Trophies Convener shall normally remain in post for two years.