

BRITISH ANTARCTIC SURVEY CLUB

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS:

TITLE: Fuchs Medal Secretary	
ROLE: To carry out the Secretarial Duties for the Fuchs Medal Committee	
RESPONSIBILITIES:	
1	Prepare and send out notices calling for nominations (Currently 15 September) to BASALL, websites and face book, and notices in the magazine and Icesheet.
2	If required send out additional reminders to drum up nominations.
3	Receive and collate nominations.
4	Set up meeting in April/May to consider the candidates and prepare report, agenda and nomination papers.
5	Inform award winner and arrange engraving of inscription on medal.
6	Arrange presentation of medal either at the Annual Reunion or at Cambridge.
7	Prepare citations based on the nomination and supporting letters for publication in the Magazine, Facebook, website and Icesheet (with photos)
8	Monitor the Fuchs Medal Fund and ensure adequate supply of medals (reorder c.2020)
9	Ensure the safe storage of Fuchs Medal stock
10	Ensure the safe storage of the Fuchs medal dies