# 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