



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: VIC of the Year Coordinator

Updated: August 2021

Objective of Position:

(The purpose(s) of the job)

To facilitate and coordinate all logistics for the Annual VIC of the Year Awards.

Key Responsibilities and Duties

(The duties or tasks performed to achieve the position objectives)

1. In conjunction with the QICA Executive determine dates for nominations, entries, launch.
2. Prepare and maintain a budget in conjunction with the Treasurer and Conference Coordinator.
3. Maintain and update entry forms and information for entrants.
4. Ensure all details are confirmed to enable entry form to go live on the QICA website
5. Source judges and prepare judging manuals/sheets.
6. Collate entries and provide to judges in a timely manner
7. Prepare a draft program for approval by the Executive.
8. Provide judges feedback to entrants following the conference.
9. In liaison with the President arrange and confirm details of winners and runners up following judging.
10. Attend QICA Management Committee meetings; contribute to discussion, decision making process and projects