Recognition Chair and Ceremonies

Job Description and Responsibilities

1. Work with the council commissioner to ensure that Distinguished Commissioner recognitions are being processed in a timely manner, if a presentation of these awards is being planned as part of the closing ceremony.
2. Plan and conduct the opening and closing ceremonies.
3. Acts as the master-of-ceremonies or host for both the opening and closing.
4. Arrange for guest speakers as well as for other speakers for both the opening and closing ceremonies.
5. Arrange for noon time speakers if part of the program.
6. Arrange the placement of static displays for both the opening and closing ceremonies.
7. Arrange for a scout unit to perform the opening and closing flag ceremonies.
8. Arrange for an opening invocation.
9. Work with the key staff to identify recognition items and /or patches to encourage the participants.
10. Procure the necessary recognition items and patches.
11. Arrange for special guest and speaker recognitions.
12. Arrange with the scout service center to have a trading post operation at the facility.
13. Work with the registrar to stuff participant's packages.
14. Assist the program deans with the preparation and distribution of the college awards and degrees.
15. Coordinates recognitions and patches with the other member councils.
16. Arrange for photographic services.
17. Recruit a staff to support the requirements of this job.

Selection Criteria

1. Is very creative in developing and conducting ceremonies.
2. Has good presentation and speaking skills.