

## **European Athletics Women's Leadership Awards and Future Women Leaders Scholarships Programme**

### **National Coordinator Role Overview**

#### Profile

The role of National Coordinator is very important in the successful delivery of the programme. The ideal person for this position is someone who has an interest in the issues related to women in sport and is both a good organiser and an effective communicator.

He/she must be able to liaise with the Member Federation, European Athletics and other partners, must have the commitment to meet deadlines and ensure that the required tasks are completed correctly.

Federations may decide to assign this task to a member of staff, most probably from their media or communications department. Alternatively, they may chose to create a project for an intern or an individual looking to become involved with and learn about athletics, such as a sports management student, a trainee journalist, etc.

#### What the National Coordinator will receive

In addition to the valuable experience and contacts the National Coordinator will acquire through the delivery of the programme, he/she will receive a formal thank you letter from European Athletics, recognition on the European Athletics website and, hopefully, appropriate recognition from the Member Federation.

#### Key tasks

- Assist the Member Federation with the selection process for the award winner and scholarship applicant according to the guidelines.
- Produce press releases and other written material for publication and inform European Athletics for such.
- Prepare the Nomination form for the Women's Leadership Award winner.
- Prepare the Application form for the scholarship candidate.
- Liaise with media partners and monitor coverage of the awards and scholarships in the national media.
- Assist in the coordination of logistics for the winner of the European Award (if applicable)
- Make sure the National Award is presented.
- Regular coordination with European Athletics Project Leader.



### Next steps

Member Federations should select the National Coordinator for the programme and communicate as soon as possible the name and contact details to the European Athletics Project Leader Marie-Anne Midy ([marie-anne.midy@european-athletics.org](mailto:marie-anne.midy@european-athletics.org)).

For further information see <http://www.european-athletics.org/womens-leadership-awards.html> or contact Marie-Anne Midy at:

[marie-anne.midy@european-athletics.org](mailto:marie-anne.midy@european-athletics.org)

Tel: +41 21 313 43 67

Fax: +41 21 313 43 51