

MICA Job Description

Title: Affiliate Tournament Director

Revision Date: January 28, 2008

Preferred Minimum Requirement: 3 years experience on MICA board.
3 years experience conducting a Regional Tournament.
Knowledge of Destination ImagiNation program.
Has attended scheduled MICA Governing Board meetings.

Term: Elected to 3 year term.

Description

The Affiliate Tournament Director is responsible for organizing and conducting the Affiliate Finals Tournament.

Primary Duties

- Member of the MICA Executive board
- Member of MICA Governing Board
- Chair Competition Committee
- Communicate with Regional Directors & Challenge Masters concerning Affiliate Finals Tournament
- Organize and facilitate the Affiliate Finals Tournament
- Represent the MICA Board for all aspects of the Affiliate Finals Tournament.
- Communicate effectively with all stakeholder groups and MICA Governing Board concerning Affiliate Finals Tournament

Key Skills & Knowledge Required

- Understand all aspects of holding a MICA Affiliate Tournament
- Computer Skills
- Must be able to communicate professionally
- Must be able to work effectively with adults & children
- Must be able to work effectively with the MICA Governing Board

Affiliate Finals Tournament Duties

- Work with Affiliate Director to select appropriate site for Affiliate Finals
- Schedule teams, appraisers, and volunteers
- Register teams, appraisers and volunteers
- Solicit appraisers and volunteers as needed
- Create program
- Order materials necessary to run Affiliate Finals Tournament
- Develop schedule for Tournament activities
- Disseminate information about all aspects of Tournament to Stakeholders
- Work with Challenge Masters to set up Tournament site in advance of start time
- Communicate results of Dialog team to Affiliate Director