

## MICA Job Description

**Title:** Affiliate Challenge Master

**Revision Date:** January 17, 2015

**Preferred Minimum Requirement:** 2 years experience as Regional Challenge Master or Head Appraiser. Knowledge of Destination ImagiNation program.  
Scoremaster Only: basic knowledge of computer networking

**Term:** Elected to 3 year term.

### Description

The Affiliate Challenge Master shall plan and run the challenge site at the Affiliate Tournament. The Affiliate Challenge Master shall also be the contact for all Affiliate appraisers in their respective challenge.

### Primary Duties

### Completion Date

• Review latest Rules of the Road and Affiliate Challenge Master training documents for current tournament year	Prior to MICA Regional Challenge Master Training
• Read and participate in your Challenge specific forum	November
• Review tournament requirements with Regional Directors and Affiliate Tournament Director	3 weeks prior to each tournament
• Train assigned Regional Challenge Masters, including review of specific tournament set-up and scheduling requirements	MICA selected Training Date
• Facilitate the training of regional Appraisers	Regional Tournaments
• IC Only - Review and select Instant Challenges for Affiliate Tournament and begin materials procurement	6 weeks prior to Affiliate Tournament
• Support Affiliate Tournament Director and the Affiliate Director for common understanding of tournament set-up and scheduling requirements. Provide other information and/or materials as requested	3 weeks prior to Affiliate Tournament
• Central and Instant Challenge Masters - Work directly with the Affiliate Scoremaster for common understanding of scoring requirements	3 weeks prior to Affiliate Tournament
• Review Affiliate registered appraisers with Regional Challenge Masters for input on Affiliate Tournament assignments	3 weeks prior to Affiliate Tournament
• IC Only - Procure and organize Instant Challenge materials for Affiliate Tournament	3 weeks prior to Affiliate Tournament
• Set-Up and Organize Challenge Sites for Affiliate Tournament	1 day prior to Affiliate Tournament
• IC Only - Provide feedback to International Challenge Master on challenges selected for Affiliate tournament	Within 1 week of Affiliate Tournament
• Scoremaster Only – maintain computers, printers, and accessories	Ongoing
• Serve as members of the MICA Governing Board	Ongoing
• Serve on MICA Governing Board Committees	Ongoing

### Key Skills & Knowledge Required

- Strong organization and communication skills.
- Computer Skills
- Must be able to work effectively and respectfully with adults & children.
- Must be able to work effectively and respectfully with the MICA Board.