

MICA Board Position Description

Title: Affiliate Tournament Director

Revision Date: January 17, 2015

Preferred Minimum Requirement: 3 years involvement at Regional Level of Destination Imagination
 Prior involvement on MICA Board
 Knowledge of Destination Imagination program
 Able to attend scheduled MICA Board meetings
 Able to attend MICA Executive Board meetings as needed

Term: Elected to 3 year term

Description

The Affiliate Tournament Director (ATD) shall be responsible for organizing and facilitating the Affiliate Tournament.

Primary Duties

Completion Date

• Member of MICA Governing Board	Ongoing
• Serve on the MICA Executive Board	Ongoing
• Serve on MICA Governing Board committees	Ongoing
• Assist in MICA Trainings	Ongoing
• Represent the MICA Board for all aspects of the Affiliate Tournament	Ongoing
• Organize and facilitate all aspects of the annual Affiliate Tournament	Affiliate Tournament Date
• Secure a site for the Affiliate Tournament	At least one year before the Tournament
• Create a Budget for the Affiliate Tournament	One month from MICA Budget approval
• Communicate with Schools and Coordinators to keep membership informed of dates, training opportunities, resources, and other information to facilitate execution of the program.	Monthly during MICA training and tournament season
• Communicate with Team Managers, appraisers, and volunteers regarding details and information about the MICA Affiliate Tournament	Between the last Regional Tournament and the Affiliate Tournament
• Organize Board members, appraisers and volunteers to assist at the Affiliate Level Tournament.	Affiliate Tournament
• Communicate results of DIALOG team or other significant events to Affiliate Director	Within 24hrs of event
• Communicate all pertinent information to MICA Board of Directors including a year-end Affiliate Tournament report	Ongoing

Key Skills and Knowledge Required

- Computer Skills.
- Must be able to communicate professionally
- Strong organization and communication skills.
- Must be able to work effectively and respectfully with adults and children.
- Must be able to work effectively and respectfully with the MICA Governing Board of Directors.
- Flexibility and willingness to learn new skills