

MICA Board Position Description

Title: Affiliate Alumni Director

Revision Date: January 17, 2015

Preferred Minimum Requirement: Participation in *CPS Program* as a team member.
 Knowledge of Destination Imagination program.
 Attend scheduled MICA Governing Board meetings.

Term: Elected to 3 year term

Description

- To organize, recruit, and recognize Alumni for continued participation in the MICA Destination Imagination program.
- To oversee MICA scholarship process.

Primary Duties

Completion Date

• Alumni registration/recruitment and database upkeep	Ongoing
• Chair of Scholarship Committee	Ongoing
• Promoting awareness of Alumni in the program and keeping currently active alumni involved.	Ongoing
• Serve as a liaison between the Michigan Affiliate and the International Alumni Rep Council	Ongoing
• Member of MICA Governing Board	Ongoing
• Serve on MICA Governing Board committees (at least one)	Ongoing
• Assist in MICA Board Trainings & Tournaments	Ongoing
• Organize Alumni to assist at the Regional and Affiliate Tournaments.	October
• Recruit new alumni at tournaments and other events.	Ongoing
• Recognize/identify current alumni at tournaments.	Ongoing
• Identify new Alumni after each season	Affiliate Tournament
• Communicate all pertinent information to MICA Governing Board of Directors including a year-end report	Ongoing

Key Skills and Knowledge Required

- Computer Skills.
- Must represent MICA and Destination Imagination in a professional manor.
- 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