

CROQUET ASSOCIATION QUEENSLAND

POSITION DESCRIPTION

REGIONAL DELEGATE

General Expectations

The Regional Delegate is an elected office bearer of the CAQ Management Committee (MC) and is elected every year with the appointment ratified at the February Annual General Meeting.

The Regional Delegate, as all other MC members, may have one vote(1) on any question put before the meeting. Regional delegates are members of their respective Regional sub-Committees.

He/she will at all times consider MC business politely and with consideration for others, without ill feeling, improper bias, or personal animosity. He or she will at all times observe the Association's Constitution, By-laws and policies as set out in relevant documents.

Prior to attending all MC meetings and where MC papers are circulated in advance of the meeting, will read the papers, and consider the issues before the meeting.

In accordance with MC guidelines, ensure relevant forms and receipts are provided for payment of expenses incurred on behalf of Croquet Queensland. All books, documents, equipment, or property of CAQ will be returned at the end of tenure.

The Vice-President will provide a helpful briefing for the incoming person when the position is vacated.

REGIONAL DELEGATE'S CORE DUTIES

MC duties

- Represent the interests of all members in their Regions
- Report MC matters to their Regional sub-committee
- Consider, debate and vote on issues before the MC in the best interest of their Region and the Association
- Raise motions within MC as appropriate
- Ensure that the objectives, goals and mission are being followed
- With fellow MC members will develop and review the Strategic Plan bi-annually
- Report to the MC on matters raised at their Regional Committee meeting to be referred to MC
- Form part of MC sub-committees if required to do so