

# CROQUET ASSOCIATION QUEENSLAND

## POSITION DESCRIPTION

### STATE DIRECTOR, ASSOCIATION

#### General Expectations

- **This is a volunteer position and is not subject to regulated employment entitlements.**

The State Director, Association Croquet, (SDAC) is a Specific Duty Officer who is appointed by the Management Committee and is therefore responsible to the Management Committee. He or she must be a CAQ Registered Player and is the Chair of the Association Croquet Sub-Committee (Regional Association croquet coordinators). He or she is also a member of the CAQ Tournament and Event Sub-Committee.

He or she will at all times observe the Associations Rules, By-Laws and Policies as set out in the relevant documents, avoid making any improper use of any information acquired by virtue of their position in the organisation.

He or she will also provide input into the Strategic Plan and other documents.

The SDAC will at all times conduct business politely and with consideration for others, without ill feeling, improper bias, or personal animosity.

#### Management Committee (MC) Duties

- Preside over the activities of the Sub-Committee
- Keeping within budget allocated to the Sub-committee, whether it be CAQ-funded and/or Grant funded
- Supplying a written report to the MC every three (3) months
- Supplying a written annual report to the MC prior to the January MC meeting
- Attending a MC meeting if required
- Where applicable, liaise with the ACA National Director of the Code and like Directors in other states on matters of interest relating to their Code
- Work with the Events Coordinator to plan all ACA and CAQ Association croquet events.
- Works with the Director of Association Referees to ensure smooth running of events with adequate referees.

## **Duties to Member Clubs**

- Maintaining contact with Member Clubs offering, and responding to requests for advice and assistance in regard to Association croquet games
- Liaising with the Director of Coaching when arranging specific coach and player sessions in regions
- Liaising with the Handicap and Selection Sub-Committee in promoting suitable players for higher competition

**I acknowledge that I have received a copy of this position description.**

**Name**

**Signature**

**Date**

**Witness**