

CROQUET ASSOCIATION QUEENSLAND Inc.
POSITION DESCRIPTION
DIRECTOR, DEVELOPMENT AND PROMOTIONS

The Director, Development and Promotions is a Specific Administration Duty Officer and is therefore subject to Part B, Rules 22, Specific Administration Duty Officers, General, of CAQs By-Laws. This position is appointed by the Management Committee and is responsible to the Management Committee and must be a CAQ registered player.

He/she will at all times observe the Association's Rules, By-Laws and Policies as set out in the relevant documents and will provide succession planning for the incoming person when the position is vacated. He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.

Duties to the Management Committee

- Is the Chair of the Development and Promotions sub-committee
- Keeps within the budget allocated to the sub-committee, whether it be CAQ funded and/or Grant funded
- Supplies a written report to the Management Committee every three (3) months
- Supplies a written annual report to the Management Committee prior to the January MC meeting
- Attends a Management Committee meeting as required (See By-Laws);
- Provides relevant forms and receipts for reimbursement of expenses incurred on behalf of Croquet Queensland
- Promotes the organisation when opportunities arise