

CROQUET ASSOCIATION QUEENSLAND Inc.
POSITION DESCRIPTION
STATE DIRECTOR SCHOOLS / JUNIOR CROQUET

The State Director Schools/Junior Croquet is a Specific Duty Officer position and is appointed by the Management Committee. He or she must be a CAQ Registered Player

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

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, plan equipment or property of CAQ will be returned at the end of tenure.

The State Director Schools will provide a succession plan for the incoming person when the position is vacated.

Core duties to the Management Committee

- Chair of the Schools/Junior croquet sub-committee
- If applicable is a member of the Association's Tournament and Event 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 3 months
- Supplying a written annual report to the MC prior to the January MC meeting
- Attend Management Committee meeting if requested to do so
- Provide relevant forms and receipt for reimbursement of expenses incurred on behalf of Croquet Queensland.
- Liaise with like Directors in other states on matters of interest
- Responding to requests for advice and assistance in regard to Schools/Juniors
- Promotion of croquet codes in educational institutions
- Encouraging Member clubs to offer sessions either at the club or an educational institutions