



QUIDDITCH AUSTRALIA

Board Composition and Job Descriptions for Quidditch Australia's 2020 Board of Directors

The 2020 Board of Directors shall be comprised of the following 7 positions;

- President
- Secretary
- Treasurer
- Media, Communications & Sponsorship Director
- Events Director
- Gameplay (& officiating) Director
- Membership Director

And their duties are outlined below.

Chair / President

- Promote the aims and objectives of QA
- Preside over the committee; and chair all committee meetings
- Oversee and coordinate the activities and administration of QA
- Ensure elected committee members perform their duties
- Represent QA and act as its public officer

Secretary

- Constitution and membership policies of the association
- Handle all complaints submitted to the association
- Respond to all general enquiries
- Management of the meeting of the board and association and maintaining minutes for those meetings

Treasurer

- Development of budget for 2019
- Overseeing all purchases made
- Development of spending rules
- Keeping detailed records of all financial activity



QUIDDITCH AUSTRALIA

Media, Communications & Sponsorship Director

- Management of QA social media
- Management of all media requests sent to QA
- Outreach to media sources regarding QA events, initiatives, and general promotion
- Outreach regarding sponsorship of QA events, Dropbears, ect
- Management of QA website
- Staff management

Events Director

- Development of plans and timeline for 2019 and 2020 events
- Management of 2019 events
- Management of all event sanctioning requests
- Development of events policies, bidding processes, ect
- Development of events execution outline
- Staff management

Gameplay (& officiating) Director

- Development of plans for 2019 and 2020 gameplay & refereeing
- Development of policies and resources for officiating
- Development of policies and resources for gameplay
- Gameplay and officiating management for all events
- Staff management

Membership Director

- Maintain membership lists
- Develop resources for club recruitment