

# CREATIVITY UNLIMITED IN WISCONSIN

## POSITION DESCRIPTIONS

### **TITLE: President, a/k/a Association Director**

TERM: All board members are elected to a three year term and appointed to positions on an annual basis.

SUMMARY: The President, a/k/a Association Director functions in a primary management and leadership role as Chairperson of the Board and Chief Executive Officer of the organization. As such, the President is responsible for the development and effective performance of the Board of Directors. The President shall oversee and manage all activities of the organization to run the day-to-day operations, delegating as appropriate, to ensure that the orders and resolutions of the Board are carried out. The President shall organize and conduct meetings, function as Signing Officer for legal purposes or to act on behalf of the association, and serve as primary spokesperson, representing Creativity Unlimited in Wisconsin in the state, nationally and internationally.

### KEY RESPONSIBILITIES:

- Ensure that the board of directors are aware of and fulfill their governance responsibilities, comply with applicable laws and bylaws, conduct board business effectively and efficiently and are accountable for their performance;
- Ensure training and development for effective performance of the board of directors;
- Ensure a process for recruiting board members;
- Conduct orientation for new board members;
- Lead planning and reviews;
- Assign tasks and delegate responsibilities to directors;
- Plan and set board meeting dates, location, agendas and, preside at the board meetings;
- Appoint committee members and chairs;
- Serve as an officer and chair the executive committee;
- Communicate regularly and when urgent matters occur with the board, communities, teams/coaches;
- Collaborate with the treasurer to develop the budget;
- Represent and act on behalf of the organization in the State, nationally and internationally; serving as the primary spokesperson for the organization;
- Set up online Competitions Mgr., Officials Mgr., Events Mgr., Directors Mgr. This includes setting up the communications that will automatically go to coaches and judges when they sign-up, in collaboration with tournament director and judges coordinator;
- Attend national association director meetings and training or have Vice President represent the association, if unable to attend;
- Serve as signing authority for contracts or other instruments pertaining to the business of the organization;
- Serve as liaison with the tournament host institution;
- Write an annual report;
- File required reports and documents per the required deadlines;
- Maintain records per document retention requirements;
- Secure liability insurance for tournaments and activities;
- Organize a training session for the state problem captains;

# CREATIVITY UNLIMITED IN WISCONSIN

## POSITION DESCRIPTIONS

- Coordinate information, activities, items and materials for World Finals teams;
- Represent the association and assist Wisconsin teams at World Finals.

### SKILLS/QUALIFICATIONS:

- Knowledge of the organization and personal commitment to its mission, goals and objectives;
- A minimum of 1 year experience on the board recommended;
- Management experience extremely helpful;
- Leadership, organizational and problem solving skills;
- Effective interpersonal and communication skills to work successfully with internal and external stakeholders in promoting community relations;
- Commitment to board development and track record of recruiting volunteers;
- Ability to use spreadsheet, database software.

### **TITLE: Vice President**

TERM: All board members are elected to a three year term and appointed to positions on an annual basis.

SUMMARY: The Vice President shall perform the responsibilities and duties of the President in the President's absence, and assume all duties of the President, in the event of incapacitation or vacancy.

### KEY RESPONSIBILITIES:

- Concurrently fulfill an additional position in the association;
- Understand the responsibilities of the association director and be able to perform these duties in the association director's absence;
- Assume the duties of the association director, in the event of incapacitation or vacancy;
- Serve as an officer, on the executive committee and on other committees as assigned;
- Perform other special duties as assigned by the board or association director.

### SKILLS/QUALIFICATIONS:

- Knowledge of the organization and personal commitment to its mission, goals and objectives;
- Ideally, a minimum of 1 year of experience on the board;
- Management experience extremely helpful;
- Leadership, organizational and problem solving skills;
- Effective interpersonal and communication skills;
- Ability to use spreadsheet, database software.

### **TITLE: Secretary**

TERM: All board members are elected to a three year term and appointed to positions on an annual basis.

# CREATIVITY UNLIMITED IN WISCONSIN

## POSITION DESCRIPTIONS

**SUMMARY:** The Secretary shall record board meeting minutes and maintain them per document retention policy. Minutes will record board actions including discussion and supportive information leading to decision making, summarizations and reference to reports of authorized directors. The secretary will act as a Signatory for legal purposes.

### KEY/RESPONSIBILITIES:

- Keep accurate records of board actions that:
  - Include discussion and supportive information leading to decision making;
  - Summarize and reference reports of authorized directors;
- Record and maintain minutes at board meetings;
- Distribute copies of minutes to each director, within 2 weeks following meetings;
- Serve as an officer, on the executive committee and on other committees as assigned;
- Act as a Signatory for legal purposes;
- Provide information and updates to the webmaster;
- Maintain records per document retention policy;
- Assume responsibilities of the president in the absence of the president & vice president;
- Concurrently fulfill an additional position in the association;
- Perform other duties as requested by the board or association director.

### SKILLS/QUALIFICATIONS:

- Knowledge of the organization and personal commitment to its mission, goals and objectives;
- Writing skills;
- Effective interpersonal and communication skills.

### **TITLE: Treasurer**

**TERM:** All board members are elected to a three year term and appointed to positions on an annual basis.

**SUMMARY:** The Treasurer shall keep and maintain the books of account, and be responsible for all funds of the organization. The Treasurer shall deposit all such funds in the name of and to the credit of Creativity Unlimited in Wisconsin in the bank or depositories selected by the Board of Directors. The Treasurer shall make reports at each board meeting, prepare the budget in collaboration with the association director, arrange for required outside review of transactions and financial records, report to the Board on said review and file tax returns, if required.

### KEY RESPONSIBILITIES:

- Endorse for deposit, funds received and assign to the proper accounts;
- Deposit money, drafts, and checks in the name of and to the credit of the organization, in the bank and depositories;
- Disburse funds and issue checks in the name of the organization, assigning expenses to the proper accounts;
- Record deposits and payments into accounting software;
- Reconcile all bank account statements to the accounting records monthly;

# CREATIVITY UNLIMITED IN WISCONSIN

## POSITION DESCRIPTIONS

- Arrange for an outside review of all transactions and financial records with a report to the board, in accordance with the bylaws. Review this with the board;
- Report an accurate accounting of finances at each board meeting;
- Upon request, provide the association director and board an account of transactions;
- Provide year-end financial reports showing income, expenditures and a transaction summary;
- Prepare an annual budget, in collaboration with the association director, and present it to the board for approval;
- Serve as an officer , on the executive committee and on other committees as assigned;
- Maintain records per document retention policy;
- Prepare and file any necessary tax returns in the name of the organization, in conjunction with the association director;
- Transfer the checkbook, bank account access and all records to the next treasurer within 10 days of terminating office;
- Perform other duties as requested by the board or association director.

### SKILLS/QUALIFICATIONS:

- Knowledge of the organization and personal commitment to its mission, goals and objectives;
- Detail oriented;
- Experience in financial management;
- Ability to use accounting software.

### TITLE: State Tournament Director

TERM: All board members are elected to a three year term and appointed to positions on an annual basis.

SUMMARY: The State Tournament Director shall organize and run the state tournament per Odyssey of the Mind tournament guidelines and the rules in the Program Guide. The State Tournament Director shall: determine and finalize site details; oversee the team schedule, team and official registration; ensure trophies/awards, a tournament program, signage and availability of meals for teams, spectators and officials; coordinate regional tournaments; perform other duties as requested by the President or Board.

### KEY RESPONSIBILITIES:

- Organize and run the state tournament per Odyssey of the Mind tournament guidelines and the rules in the Program Guide;
- Communicate tournament information with webmaster;
- Collaborate with president to plan and set tournament meeting agendas;
- Preside at tournament planning meetings;
- Determine and finalize site details to include but not be limited to the number and location of performance sites, custodial needs, security and equipment;
- Oversee team registration and scheduling of teams, judges and volunteers, in collaboration with judges coordinator and scoring problem captain;

# CREATIVITY UNLIMITED IN WISCONSIN

## POSITION DESCRIPTIONS

- Work with board member responsible for general communications, tournament scheduler and judges coordinator to ensure communications with membership coordinators, coaches and officials about activities, deadlines and requirements board member responsible for general communications;
- Ensure appropriate signage;
- Ensure availability of meals for teams, spectators and officials;
- Ensure a printed tournament program;
- Provide tournament information and updates to the webmaster;
- Ensure trophies and awards and participation certificates;
- Organize the tournament awards ceremony;
- Serve as an officer, on the executive committee and on other committees as assigned;
- Communicate with webmaster to publicize the tournament;
- Ensure written tournament evaluation following the tournament;
- Perform other duties as assigned by the board or association director.

### SKILLS/QUALIFICATIONS:

- Knowledge of the organization and personal commitment to its mission, goals and objectives;
- A minimum of 1 year experience in a key position within the organization;
- Management experience extremely helpful;
- Leadership, organizational and problem solving skills;
- Effective interpersonal and communication skills.

### TITLE: Judges' Coordinator

TERM: All board members are elected to a three year term and appointed or assigned to positions on an annual basis.

SUMMARY: The judges' coordinator works closely with the president, tournament director, and problem captains to provide and assign officials for the tournament per CUW policy. This includes troubleshooting for unexpected absenteeism and making decisions regarding any penalties or sanctions.

### KEY RESPONSIBILITIES:

- Collaborate with the association director regarding set-up of the automatic online communications that go to coaches and judges when signing up teams and judges;
- Communicate information regarding judges with webmaster;
- Set up judges training venues around the state;
- Communicate with coaches, judges, coordinators using a shared judges coordinator Gmail account;
- Maintain data-base of past officials;
- Send out recruitment email – early January;
- Assign officials (judges & volunteers) per CUW policy and also consider problem captain travel needs & tournament needs;
- Work with the board member responsible for general communications to send a reminder email to coaches – early January ;

# CREATIVITY UNLIMITED IN WISCONSIN

## POSITION DESCRIPTIONS

- Missing judges – Feb 2 – Send communication to coaches & membership coordinators that haven't provided a judge or work with the board member responsible for general communications to do so;
- Develop a back-up plan to troubleshoot judging needs that could develop on tournament morning;
- Make decisions regarding 25 point penalty for no judge and 5 point penalty for a late judge.
- Make decisions about judge accommodations (i.e., a later start because riding bus or distance traveling);
- Communicate with judges: The shared Gmail account works really well so that the judges coordinator, association director and tournament director are all familiar with circumstances and updated;
- Collaborate with the association director, problem captains and whoever is doing the general communications with the teams to ensure communications are sent out;
- Obtain officials t-shirts or collaborate with whomever is taking care of t-shirts (i.e., might be bundling them with state t-shirts and using one vendor);
- Prepare officials name tags or coordinate with tournament director.

### SKILLS/QUALIFICATIONS:

- Current board member;
- Knowledge of the organization and personal commitment to its mission, goals and objectives;
- A minimum of 1 year experience in a key position within the organization;
- Leadership, organizational and problem solving skills;
- Effective interpersonal and communication skills to work successfully with internal and external stakeholders in promoting community relations;
- Ability to use spreadsheet, database software.

### TITLE: Problem Captain

TERM: Does not have a specified term and is appointed by the Board annually.

SUMMARY: The problem captain is the manager of the long term problem, spontaneous or score room judging team. The problem captain is responsible for training the judging team and, setting up and running the problem site at the tournament per Odyssey of the Mind tournament guidelines and rules in the Program Guide.

### KEY RESPONSIBILITIES:

- Attend problem captain training annually;
- Attend tournament planning meetings;
- Contact prior judges to recruit for the tournament per policy;
- Spontaneous problem captain selects the specific spontaneous problems;
- Assign judges per the policy and procedure & in collaboration with the Judges coordinator;
- Train judges ;
- Set up tournament performance site, with approval of Tournament Director;

# CREATIVITY UNLIMITED IN WISCONSIN

## POSITION DESCRIPTIONS

- Manage the judging team during the tournament per Odyssey of the Mind tournament guidelines, the rules in the Program Guide and CUW policy;
- Monitor problem clarifications – public and private;
- Resolve any disputes that may arise at the tournament;
- Provide tournament evaluation input;
- Train coaches, as requested;
- Perform other duties as requested by the board;

### SKILLS/QUALIFICATIONS:

- Knowledge of the organization and personal commitment to its mission, goals and objectives;
- Experience judging;
- Leadership, organizational and problem solving skills;
- Effective interpersonal and communication skills.

### **TITLE: Sales Manager**

TERM: Does not have a specified term and is appointed by the Board annually.

SUMMARY: The Sales Manager is responsible for the sales stand, an important part of fundraising for the organization, at the Wisconsin Odyssey of the Mind State Tournament. The sales manager shall prepare, set-up and run the merchandise sales stand and operate the raffles. Following the tournament, the Sales Manager stores any excess merchandise and provides an inventory.

### KEY RESPONSIBILITIES:

- Order merchandise per budget;
- Price merchandise;
- Provide ongoing inventory;
- Set up payment methods, per board approval;
- Set up and run sales stand at tournament;
- Send deposit to the treasurer per policy;
- Obtain raffle license;
- Operate raffles;
- Take down sales stand
- Store excess merchandise inventory

### SKILLS/QUALIFICATIONS

- Knowledge of the organization and personal commitment to its mission, goals and objectives;
- Ideally, prior experience running a concession stand or retailing experience very helpful;
- Leadership, organizational and problem solving skills;
- Effective interpersonal and communication skills.

### **TITLE: Webmaster**

# CREATIVITY UNLIMITED IN WISCONSIN

## POSITION DESCRIPTIONS

TERM: Does not have a specified term and is appointed by the Board annually.

### SUMMARY:

The webmaster designs and maintains the CUW web site. This includes content for current members (coordinators, coaches, and officials) and marketing information for prospective members. The webmaster is responsible for the web site organization and navigation.

### KEY RESPONSIBILITIES:

- Create web pages;
- Maintain and update information on a timely basis:
  - Calendar published in the fall;
  - Tournament schedule published leading up to the tournament;
  - Tournament results published following the tournament;
  - Pin & t-shirt information published following the tournament;
- Maintain web site backups;
- Collaborate with the president, tournament director, judges' coordinator and score room problem captain regarding web site information.

### SKILLS/QUALIFICATIONS:

- Knowledge of the organization and personal commitment to its mission, goals and objectives;
- Effective interpersonal and communication skills;
- Basic knowledge of the html language.