

Expression of Interest BMX Queensland Board Position Director of Events.

12 November 2019

BMX Queensland is calling for expressions of interest for a Director of Events.

All expressions of interest must be submitted to the office office@bmxq.org.au COB Thursday 28 of November 2019. Please read the follow before expressing your interest.

Job Description

1. Collate club submissions for Open Day Sanctioning closing date 1 July and prepare a draft copy of State Calendar by 1 October of each year and present to the Board. Liaise with club where necessary.
2. Establish and upgrade guidelines for State Run Events.
3. Assumes the role of Event Manager for State Championships and coordinates the following:-
 - ② Sub-committee as required
 - ② Co-ordination of signage (including Government signage).
 - ② Organisation of Event T-Shirt and other promotional products.
 - ② Organisation of prizes (prize money, trophies, plaques plates etc) to be presented to the Board for selection.
 - ② Establish theme/logo.
 - ② Liaise with all committees.
 - ② Liaise with State Registrar.
 - ② Liaise with photographer.
 - ② Liaise with pro shops.
 - ② Ensure all Insurance covers are in place.
 - ② Ensure a copy of race results is given the Media.
 - ② Tender documents for T-Shirts, trophies and plates are to be sent out in February of each year. With the decision of the successful applicant to be made prior to the entry forms of the event being sent out.
 - ② Event Management Criteria to be reviewed after each State Championships.

- ② Send out by 1st March submission for the following year to clubs in the relevant area. Collate application to be presented to the board by 1st May of each year.
 - ② In conjunction with the State Officiating Director conduct track inspection of the State Championships venue to be carried out in March and August of each year.
4. Liaise with local Co-ordinators of Events.
 5. Any expenses relating to this portfolio liaise with the Director of Finance at all times.
 6. Any major decision by the Director of the Portfolio must be ratified by the Board of Queensland or the Executive of the Board of Queensland.
 7. A written Report is required early December of each year to be included in the Annual Report of the Association.
 8. The Director of this portfolio is responsible in keeping the Manual of Events in good condition and up to date.
 9. Prepare Events & Promotional documentation as directed.
 10. To ensure that any BMXQ/Government property that is required for Event is returned to the relevant parties.
 11. Attend BMX Queensland Board Meetings and all Events where required

Qualifications, Skills and Knowledge

Essential:

- ② Ability to operate independently or work as part of a team, as various tasks may require
- ② Ability to manage and operate within your budget
- ② Strong administrative, organisational and inter-personal skills
- ② Current Positive Notice Blue Card

The Appointment period will come up for re-election at the 2020 BMX Queensland AGM.

Regards

Yours in BMX

BMX Queensland Board and Staff.