

A. General Job Description

- Appointed by and reports to the NYDI Board
- Term: 3 years
- An honorarium may be established
- Run the day to day business of NYDI based on the policies, procedures and long range plans that the NYDI board has established
- May delegate responsibilities
- Performs other duties as assigned by the NYDI Board
- Represents the NYDI Board through consistent implementation of board policy
- Maintains all records, which are the property of NYDI

B. Specific Duties

- Represent NYDI to DI, Inc.
- Attend DI Director meetings and reports back to NYDI board
- Disseminate info From DI, Inc. to NYDI Board
- Represent NYDI at the Global Finals and reports back to NYDI Board
- Supervise, mentor and advise Regional Directors
- Provide Info/Training to Regional Directors regarding TM Training, Appraisal Training, Tournament Organization, Member Info, Etc.
- Maintain a list of and contact information for all Regional Directors, public school systems, appraisers, passport holders, managers etc.
- Communicate Effectively with all Stakeholder groups via Internet (Web Page), e-mail, listserv, mail, newsletters, telephone
- Develops (with the treasurer) a budget and merchandising program consistent with the NYDI Board Policies
- Develops a Calendar of Events
- Works with NYDI Treasurer/Accountant to develop annual budget report
- Handles financial disbursements, transactions
- Solicits and makes recommendations for funding sources
- Acts as ex-officio on all NYDI Board committees

C. Affiliate Tournament

- Represents NYDI Board for all aspects of the tournament
- Works with Tournament Director to

- Select an appropriate site for Affiliate Tournament
- Order materials necessary to run a tournament (scoring sheets, timers, awards, signage, food..)
- Solicit personnel needed to run a tournament (Appraisers, challenge masters, runners, scorers, etc..)
- Provide training for Tournament Director and/or volunteer personnel (appraisers, challenge masters score room officials, Dialog team)
- Provide housing options for participants and volunteers
- Disseminate information about all aspects of tournament to stakeholder groups
- May delegate these responsibilities
- Attends the NYDI Affiliate Tournament
- Oversees A Dialog Team
- Will communicate the outcome of any dialogs to the NYDI Board

#### D. Performance Review

- Will set annual goals and objectives with NYDI Board
- Participates in annual performance review with the NYDI Board