

NYDI Affiliate Tournament Director (4/03)

A. Position

- By appointment of Affiliate Director
- Term: 3 years
- An honorarium may be established
- Maintains all tournament records which are the property of NYDI

B. Specific Duties

- Responsible for organizing and running the Affiliate tournament
- May delegate responsibilities
- Communicate effectively with all stakeholder groups, and NYDI via Internet(Web Page), e-mail, listserv, mail, newsletters, telephone

C. Affiliate Tournament

- Represents NYDI Board for all aspects of the Affiliate tournament
- Works with Affiliate Director to
 - Select an appropriate site
 - 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 volunteer personnel (appraisers, challenge masters score room officials, Dialog team)
 - Provide housing options for participants and volunteers
 - Develop a schedule for the tournament activities
 - Double check passport holders information and participation level
 - Work with Affiliate Director to disseminate information about all aspects of tournament to stakeholder groups
 - Work with Challenge Masters to set up tournament site in advance of start time
 - Communicate results of Dialog to team requesting Dialog and Affiliate Director

D. Performance Review

- Will set annual goals and objectives with NYDI Board, Affiliate Director and regional passport holders

- Participates in annual performance review with NYDI Board and Affiliate Director