

Creativity Unlimited in Michigan

Job Descriptions from our By-Laws

ASSOCIATION TOURNAMENTS DIRECTOR

Term: Elected to a 2-year term at the summer Board meeting in even years.

Description: Organize and run Michigan's Odyssey of the Mind's State Finals tournament ("SF") and coordinates Tournaments within the State of Michigan.

Duties:

- Secure SF site and enter into related contracts with assistance of AD.
- Serve as liaison to the SF host institution(s) as regards to performance sites, food, parking, security and custodial assistance.
- Oversee registration and scheduling of all teams, judges and volunteers.
- Prepare the SF tournament program.
- Communicate with teams, coaches, judges, volunteers and Board about all aspects of SF.
- Update SF related information on the Michigan and national websites.
- Train State Problem Captains; review judging responsibilities; procedures; program guidelines and tournament practices.
- Organize State and Regional PC training.
- Provide training for volunteers, judges and officials, as necessary.
- Order place medals, participation certificates, Ranatra Fusca certificates and OMER certificates for regional tournaments.
- Order place medals, participation certificates, trophies and Ranatra Fusca medals for SF.
- Organize the SF Awards Ceremony.
- Attend CU in MI Board meetings.
- Chair Board meetings in the absence of the AD.

Job Requirements

- Be voted in by a 2/3 vote of the CU in MI Board.
- Have served three years on the CU in MI Board.
- Have served as a Regional Tournament Director for 2 years.
- Depth of knowledge about Odyssey of the Mind and CU in MI operations.
- Strong verbal and written communication skills.

TREASURER

Term: Elected to a 2-year term at the summer Board meeting in even years.

Description: Treasurer will receive, record and report on all funds received and disbursed by CU in MI and shall deposit such funds in the name of CU in MI in such banks or other depositories as approved by the CU in MI Board. Treasurer will establish accounting procedures and maintain records of all financial transactions and provide written financial reports at the annual meeting to the CU in MI Board. Treasurer will oversee preparation and filing of all required tax and other required corporate filings. The Treasurer shall obtain and distribute certificates of liability insurance as needed.

Duties:

- Establish and maintain accurate financial records and accounts for CU in MI.
- Establish and maintain bank accounts, as designated and approved by the Board. Signatories on all accounts must include the Treasurer and Association Director.
- Ensure all monies collected on behalf of CU in MI are promptly deposited into approved CU in MI bank accounts.
- Establish a system of control for reimbursement of all expenses.
- Reconcile all bank account statements to the accounting records on a monthly basis.
- File all appropriate tax forms and arrange for an annual outside review including, but not limited to reporting and paying Michigan sales tax, filing an annual Michigan corporation report and federal form 990.
- File all required raffle reports and pay all required raffle fees.
- Obtain liability insurance coverage and certificates for trainings and tournaments.
- Present a written Treasurer's report at Board meetings detailing revenue, expenditures, encumbrances, current account balances and budget status.
- Turn over all records and pertinent materials and supplies to the Association Director no later than 30 days after leaving office.
- Make recommendations to the Board regarding financial stability and practices.
- Attend Board meetings.

Job Requirements:

- Have a minimum of two years working with Odyssey of the Mind program.
- Be voted in by a 2/3 vote of the CU in MI Board.
- Accounting and bookkeeping skills.

INFORMATION DIRECTOR

Term: Elected to a 2-year term at the summer Board meeting in even years.

Description: Responsible for public relations and the communications plan of the organization.

Duties:

- Continually assess the communication structure of the organization.
- Is the public relations manager for the association.
- Develop, maintain, and distribute information concerning the Odyssey of the Mind program in Michigan in conjunction with the Program Expansion Director.
- Oversee technical aspects of CU in MI website and other social media formats (i.e. Facebook, Twitter).
- Report to the Association Director.

Job Requirements:

- Have a minimum of 2 years working in the Odyssey of the Mind program.
- Be voted in by a 2/3 vote of the CU in MI Board.
- Strong verbal and written communication skills.
- Background in public relations, advertising, marketing, or communication preferred.

PROGRAM EXPANSION DIRECTOR

Term: Elected to a 2-year term at the summer Board meeting in even years.

Description: Identify, contact and cultivate new memberships.

Duties:

- Develop materials and programs to present to potential new memberships.
- Recruit, train and schedule people to visit potential memberships and/or attend conferences.
- Oversee website posting of development materials.
- Submit outreach plan by June 15 for Board approval.

Job Requirements:

- Have a minimum of 2 years working in the Odyssey of the Mind program.
- Be voted in by a 2/3 vote of the CU in MI Board.
- Strong verbal and written communication skills.
- Skills in organization and working with people, high energy, and a love for the Odyssey program preferred.

HISTORIAN

TERM:: Appointed by Board for a 2-year term at the summer Board meeting in even years.

DESCRIPTION To safeguard, serve as a reference point and create displays of certain CU in MI information and materials.

DUTIES:

- Oversee the collection and preservation of Regional and State Finals tournament programs and scores, names of Regional and State Finals Ranatra Fusca and OMER winners, names of tournament judges, officials and scholarship winners, photographs of Michigan t-shirts and pins and copies of press clippings.
- Create displays for use at tournaments or on our website.
- Report to the Association Director.
- Attend Board meetings upon request.
- Obtain current shirt and pin set each year from the Sales Director.

STATE ____ PROBLEM CAPTAIN

TERM: Appointed by Board to staggered 2 year terms summer Board meeting.

Problems 2, 4 & Spontaneous in even years

DESCRIPTION: Be a Michigan's Odyssey of the Mind expert on a particular long-term problem, spontaneous, or scorekeeping.

DUTIES:

- Become Michigan's expert at an assigned long-term problem, spontaneous or scorekeeping.
- Arrange construction for any necessary long-term problem specific props or materials and distribute these to the Regional Directors at the January training.
- Train Regional Problem Captains in January and serve as a resource person for them
- Review all applicable clarifications
- Set and run assigned State Finals site(s)
- Work to increase the consistency and quality of judging (for long-term and spontaneous problems) and of scorekeeping
- Attend fall meeting