



ACT JUNIOR CHESS LEAGUE

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ACT JUNIOR CHESS LEAGUE Job Description (Executive) - President



The President is the principle leader of the ACT Junior Chess League Inc (ACTJCL) and has overall responsibility for the ACTJCL's administration.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsible To

The President is elected by the ACTJCL members and responsible for representing the views of the ACTJCL members.

Responsibilities and Duties

The President should:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent ACTJCL at local, regional, state and national levels
- Act as a facilitator for ACTJCL activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all members of the organisation.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President of ACTJCL is two hours per week.

The President is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE Job Description (Executive) - Vice-President & ACTCA Delegate



The Vice-President undertakes the roles and responsibilities of the ACT Junior Chess League Inc (ACTJCL) President in the absence of that person. They will attend meetings of the ACT Chess Association (ACTCA) as the delegate of ACTJCL and to represent the views of ACTJCL.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

The Vice-President supports the President in setting the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then assists in keeping the committee on track by working within that overall framework. At the operational level, the major function of the Vice-President is to support the President as required and undertake the role of ACTJCL delegate at ACTCA meetings.

Responsible To

The Vice-President is directly responsible to the President of ACTJCL and the members of ACTJCL.

Responsibilities and Duties

The Vice-President should:

- Manage committee and/or executive meetings in the absence of the President
- Manage the annual general meeting in the absence of the President
- Represent ACTJCL at ACTCA meetings
- Act as a facilitator for ACTJCL activities

Knowledge and Skills Required

Ideally the Vice-President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisation members.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President/Chairperson of ACTJCL is thirty minutes per week.

The Vice-President is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE Job Description (Executive) - Secretary



The Secretary is the chief administration officer of the ACT Junior Chess League Inc (ACTJCL). This person provides the coordinating link between members, the management committee and outside agencies.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The secretary is directly responsible to the President of ACTJCL and the members of ACTJCL.

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for club/group meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club/group AGM
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly including receiving copies of, and filing, all correspondence prepared by other committee members
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of ACTJCL liaising with members of the public, affiliated bodies and government agencies.
- Respond to general duties as directed by the club/group committee.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution.

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of ACTJCL is one hour per week.

The Secretary is appointed for a twelve month period.



ACT JUNIOR CHESS LEAGUE Job Description (Executive) - Treasurer



The Treasurer is the chief financial management officer for the ACT Junior Chess League Inc (ACTJCL).

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Treasurer is directly responsible to the President of ACTJCL and members of ACTJCL.

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully
- Prepare applications for grants & funding proposals
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, that is needed to be kept for the annual audit.

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer of ACTJCL is one hour per week.

The Treasurer is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE Job Description (Executive) - Publicity Officer



The Publicity Officer is responsible for raising the profile of the ACT Junior Chess League Inc (ACTJCL) and promoting the activities and achievements of both the organisation and individual members.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Publicity Officer is directly responsible to the President of ACTJCL and the members of ACTJCL.

Responsibilities and Duties

The Publicity Officer should:

- Prepare & promulgate all Media Releases
- Produce a regular newsletter for members
- Actively seek opportunities to nominate ACTJCL (both activities and/or members) for awards & public recognition
- Identify and develop sponsorship opportunities
- Submit regular reports to the committee.

Knowledge and Skills Required

Ideally a Publicity Officer is someone who:

- Can communicate effectively
- Is positive and enthusiastic
- Is well organised
- Has marketing expertise and experience in dealing with the local media.

Time Commitment Required

The estimated time commitment required as the Publicity Officer of ACTJCL is two hours per week.

The Publicity Officer is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE

Job Description (Non-executive) - Interschool Coordinator



The Interschool Coordinator has overall responsibility for all ACT Junior Chess League Inc (ACTJCL) interschool competitions.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Interschool Coordinator is appointed by the ACTJCL committee and is required to organise & run (or delegate to others) events within the framework agreed by the ACTJCL committee.

Responsibilities and Duties

The Interschool Coordinator should:

- Liaise with School Sport ACT to set dates for interschool competitions
- Act as the main point of contact for participating schools, encouraging & facilitating their involvement
- Organise venues, equipment and prizes
- Arrange & manage a team of helpers for each event
- Provide reports to the Executive members at the conclusion of each event, particularly working with the Treasurer (reporting & reconciling revenues) and Publicity Officer (for media & general coverage of events).

Knowledge and Skills Required

Ideally the Interschool Coordinator is someone who:

- Is well organised
- Works well in a team environment
- Can communicate effectively
- Is familiar with the use of Swiss Perfect
- Has a good general knowledge of the rules of chess
- Enjoys working with children

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Interschool Coordinator for ACTJCL is two-four days per week during competition periods.

The Interschool Coordinator is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE

Job Description (Non-executive) - Tournament Coordinator



The Tournament Coordinator has overall responsibility for all ACT Junior Chess League Inc (ACTJCL) competitions (other than interschool competitions).

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Tournament Coordinator is appointed by the ACTJCL committee and is required to organise & run (or delegate to others) events within the framework agreed by the ACTJCL committee.

Responsibilities and Duties

The Tournament Coordinator should:

- Set the annual calendar for ACTJCL events taking into account dates for national & representative activities as well as major regional events
- Prepare & distribute advertising flyers using the ACTJCL template
- Organise venues, equipment and prizes
- Prepare & advertise rosters for a team of helpers for each event
- Provide reports to the Executive members at the conclusion of each event, particularly working with the Treasurer (reporting & reconciling revenues) and Publicity Officer (for media & general coverage of events).

Knowledge and Skills Required

Ideally the Tournament Coordinator is someone who:

- Is well organised
- Works well in a team environment
- Can communicate effectively
- Is familiar with the use of Swiss Perfect
- Has a good general knowledge of the rules of chess
- Enjoys working with children

It is also preferred that the Tournament Coordinator possess a current First Aid Certificate and has undergone routine character checks for working with children.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Tournament Coordinator of ACTJCL is one hour per week for administrative duties and 1-2 days per week if involved in running an event.

The Tournament Coordinator is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE Job Description (Non-executive) - Junior Club Coordinator Norths and/or Souths



The Junior Club Coordinators supervise & administer one, or both, of the ACT Junior Chess League Inc (ACTJCL) Junior Clubs.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Junior Club Coordinator/s are appointed by the ACTJCL committee and are required to organise & run (or delegate to others) the Norths Junior Club and the Souths Junior Club during school term periods under the format agreed by the committee.

Responsibilities and Duties

The Junior Club Coordinator should:

- Provide the first point of contact for families wishing to join the activity
- Make arrangements including venue, date, times and equipment for club sessions
- Arrange sufficient & appropriate coaches for the number & playing standard of participants
- Collect & reconcile weekly fees from participants
- Make & record payments to coaches
- Provide general supervision & direction for the duration of the activity
- Make a report to the Executive at each ACTJCL meeting on the progress of the Club

Knowledge and Skills Required

Ideally a Junior Club Coordinator is someone who:

- Is well organised
- Can communicate effectively
- Is familiar with the use of Swiss Perfect and/or can produce a Swiss pairing manually
- Has a good general knowledge of the rules of chess
- Enjoys working with children

It is also preferred that a Junior Club Coordinator possess a current First Aid Certificate and has undergone routine character checks for working with children.

Estimated Time Commitment Required

The estimated time commitment required as a Junior Club Coordinator is three hours per week (per Club) during school terms.

The Junior Club Coordinator/s is appointed for a six month term.



ACT JUNIOR CHESS LEAGUE Job Description (Non-executive) - Equipment Officer



The Equipment Officer is responsible for the care, maintenance, purchase, loan & return of all ACT Junior Chess League Inc (ACTJCL) equipment as well as for the annual stock take.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Equipment Officer is appointed by, and reports to, the ACTJCL committee.

Responsibilities and Duties

The Equipment Officer should:

- Maintain the ACTJCL equipment register
- Perform an annual stock take of equipment
- Facilitate the loan of equipment to approved third parties & follow up return
- Arrange repair and/or replacement of damaged equipment
- Purchase new equipment as approved by the committee
- Keep the store room in good order

Knowledge and Skills Required

Ideally the Equipment Officer is someone who is:

- Well organised
- Able to keep good records
- Able to carry crates of equipment as necessary

Estimated Time Commitment Required

The estimated time commitment required as the ACTJCL Equipment Officer is less than 30 minutes per week however the stock take may require up to 3 hours, once annually.

The Equipment Officer is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE

Job Description (Non-executive) - Library Officer



The Library Officer is responsible for the care, maintenance, purchase, loan & return of all ACT Junior Chess League Inc (ACTJCL) library items including books, magazines & software.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Library Officer is appointed by, and reports to, the ACTJCL committee.

Responsibilities and Duties

The Library Officer should

- Maintain a register of items in the library
- Maintain a record of all borrowing and returns
- Arrange repair and/or replacement of damaged items
- Purchase new items as approved by the committee

Knowledge and Skills Required

Ideally the Library Officer is someone who is:

- Well organised
- Able to keep good records
- Familiar with library procedures

Time Commitment Required

The estimated time commitment required as the Library Officer of ACTJCL is less than 30 minutes per week.

The Library Officer is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE

Job Description (Non-executive) - Players' Representative



Players' representatives are essential on the committee of the ACT Junior Chess League Inc (ACTJCL) as it is often formed of non-playing parents and may not otherwise have a player perspective on decisions.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Although it is generally expected that a Players' Representative will be in a position to canvass a range of views on ACTJCL decisions, they are not expected to represent the "most popular" point of view or promote a position on issues that is not their own. They remain an individual member of the committee as any other.

Responsible To

The Players' Representative/s is appointed by the ACTJCL committee and provides a "player perspective" as issues are discussed at ACTJCL meetings.

Responsibilities and Duties

The Players' Representative should:

- Be prepared to canvass other players for ideas & opinions
- Be able to attend meetings on a regular basis

Knowledge and Skills Required

Ideally the Players' Representative is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Has an interest in administrative & non-playing responsibilities
- Is a playing member of ACTJCL or has been a playing member within the previous 3 years

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as a Players' Representative for ACTJCL is thirty minutes per week.

The Player's Representative/s is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE

Job Description (Non-executive) - Development Squad Coordinator



The Development Squad Coordinator undertakes the administration & running of the ACT Junior Chess League Inc (ACTJCL) Development Squad Program.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

The Development Squad aims to identify, promote & foster the talent of emerging players through a structured program of training, participation and reward for effort.

Responsible To

The Development Squad Coordinator is appointed by, and reports to, the ACTJCL committee.

Responsibilities and Duties

The Development Squad Coordinator should:

- Advertise and promote the activities of the Squad
- Receive, acknowledge and collate applications for the program
- Coordinate the selection process & advise applicants of the outcome
- Liaise with the Tournament Coordinator on the rostering of Squad families to ACTJCL events
- Coordinate each session including coaches, participants, equipment, catering and overall structure of the day, or delegate to another to do so
- Provide general supervision & support for the activities
- Be an effective point of contact for parents on issues as diverse as discipline & behaviour at the sessions, to player development and participation

Knowledge and Skills Required

Ideally the Development Squad Coordinator is someone who:

- Is well organised
- Works well in a team environment
- Is well informed of all organisation activities
- Can communicate effectively
- Enjoys working with children

It is also preferred that the Development Squad Coordinator possess a current First Aid Certificate and have undergone routine character checks for working with children.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Development Squad Coordinator of ACTJCL one to two hours per week leading up to each session (& initial selections) plus eight full day sessions.

The Development Squad Coordinator is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE

Job Description (Non-executive) - Holiday Program Coordinator



The Development Squad Coordinator undertakes the administration & running of the ACT Junior Chess League Inc (ACTJCL) Holiday Program.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

ACTJCL's Holiday Program aims to provide an inexpensive day of school holiday chess two-three times per year as part of a player and coach development exercise.

Responsible To

The Holiday Program Coordinator is appointed by, and reports to, the ACTJCL committee.

Responsibilities and Duties

The Holiday Program Coordinator should:

- Identify suitable dates for school holiday programs
- Prepare & distribute advertising flyers using the ACTJCL template
- Organise coaches, venues, equipment, and prizes
- Receive entry details from participants
- Coordinate coaching groups & advise and assist coaches to develop suitable material for their group
- Provide general supervision of the day including supporting & guiding less experienced coaches
- Provide reports to the Executive members at the conclusion of each event, particularly working with the Treasurer (reporting & reconciling revenues) and Publicity Officer (for media & general coverage of events)..

Knowledge and Skills Required

Ideally the Holiday Program Coordinator is someone who:

- Is well organised
- Works well in a team environment
- Can communicate effectively
- Is familiar with the use of Swiss Perfect
- Has a good general knowledge of the rules of chess
- Enjoys working with children

It is also preferred that the Development Squad Coordinator possess a current First Aid Certificate and have undergone routine character checks for working with children.

Estimated Time Commitment Required

The estimated time commitment required as the Holiday Program Coordinator of ACTJCL is one to two hours per week leading up to each session plus two-three full day sessions.

The Holiday Program Coordinator is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE Job Description (Non-executive) - Uniform Officer



The Uniform Officer is responsible for the purchase and sale of all ACT Junior Chess League Inc (ACTJCL) uniform items.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Uniform Officer is appointed by, and reports to, the ACTJCL committee.

Responsibilities and Duties

The Uniform Officer should

- Receive & place orders for ACTJCL uniform items
- Coordinate the twice-annual updating of representative shirts
- Maintain a record of stock at hand
- Make recommendations to the ACTJCL committee on price, product & design of current and proposed uniform items
- Purchase new items as approved by the committee

Knowledge and Skills Required

Ideally the Uniform Officer is someone who is:

- Well organised
- Able to keep good records
- Interested in promotion, marketing & design

Estimated Time Commitment Required

The estimated time commitment required of the Uniform Officer of ACTJCL is less than thirty minutes per week. The updating of representative shirts may require up to two hours on a twice-annual basis.

The Uniform Officer is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE

Job Description (Non-executive) - Canteen Coordinator



The Canteen Coordinator is responsible for the purchasing stock for sale at all ACT Junior Chess League Inc (ACTJCL) events. The Canteen Coordinator is not responsible for running a canteen at events but may choose to do so.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Canteen Coordinator is appointed by, and reports to, the ACTJCL committee.

Responsibilities and Duties

The Canteen Coordinator should

- Purchase canteen stock for sale at ACTJCL events
- Maintain a record of stock at hand
- Liaise with the Tournament Coordinator and others (incl Development & Holiday Program Coordinators) to ensure sufficient stock is on hand for upcoming events
- Receive & collate reports at the conclusion of events on the level of canteen sales
- Investigate and make recommendation to the committee on new items for the ACTJCL canteen

Knowledge and Skills Required

Ideally the Canteen Coordinator is someone who is:

- Well organised
- Able to keep good records

Time Commitment Required

The estimated time commitment required as the Canteen Coordinator of ACTJCL is less than thirty minutes per week.

The Canteen Coordinator is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE

Job Description (Non-executive) - Ratings Officer



The Ratings Officer is responsible for submitting all ACT Junior Chess League Inc (ACTJCL) tournaments to the ACT Ratings Officer, verifying the inclusion and accuracy of all details.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Ratings Officer is appointed by, and reports to, the ACTJCL committee.

Responsibilities and Duties

The Ratings Officer should:

- Receive all Swiss Perfect files at the conclusion of ACTJCL events
- Check the files for accuracy and completeness
- Follow up discrepancies
- Forward the Swiss Perfect files to the ACT Ratings Officer before the quarterly deadlines
- Create ACT junior player lists from the quarterly ACF ratings reports
- Create ACT “top” lists by age from ACF reports
- Update & present ACT “Top Improvers” trophy
- Liaise with both the Publicity Officer & Webmaster on publicising and displaying ratings

Knowledge and Skills Required

Ideally the Ratings Officer is someone who:

- Can work with a high degree of accuracy
- Is well organised
- Is familiar with the use of Swiss Perfect

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Ratings Officer of ACTJCL is 30 minutes at the conclusion of each event and one to two hours on receipt of each quarterly ratings report.

The Ratings Officer is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE

Job Description (Non-executive) - Webmaster



The Webmaster is responsible for the maintenance of the ACT Junior Chess League Inc (ACTJCL) website.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Webmaster is appointed by, and reports to, the ACTJCL committee.

Responsibilities and Duties

The Webmaster should:

- Maintain & update the ACTJCL website
- Ensure all content on the website is current, and approved by the committee
- Work with the appropriate members of the committee to ensure details are provided as soon as practical for inclusion on the website (eg tournament & rating updates)
- Make recommendations to the committee on the design, update or expansion of the ACTJCL website

Knowledge and Skills Required

Ideally the Webmaster is someone who:

- Has the capability to update and develop the ACTJCL website
- Is well informed of all organisation activities
- Has an interest in web design

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Webmaster of ACTJCL is thirty minutes per week.

The Webmaster is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE Job Description (Non-executive) - Australian Junior Team Manager



The Australian Junior Team Manager coordinates & facilitates the participation of ACT Junior Chess League Inc (ACTJCL) players in the annual Australian Junior Championship.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Australian Junior Team Manager is appointed by, and reports to, the ACTJCL committee.

Responsibilities and Duties

The Australian Junior Team Manager should:

- Encourage and facilitate participation by ACT players in the Australian Junior Championship
- Chair the selection committee for ACTJCL coaches at the Australian Junior Championship
- Coordinate the player & coach allocations, in consultation with all parties, for the Australian Junior Championship
- Act as a liaison officer between the organisers of the event and ACTJCL players
- Represent the views of ACTJCL and ACTJCL players at the event
- Represent ACTJCL on any disputes committee or appoint another appropriate representative
- Ensure all ACTJCL players are familiar with the ACTJCL code of conduct and follow up enforcement of the code of conduct as required
- Foster a supportive team atmosphere amongst players representing ACTJCL
- Ensure ACTJCL players adhere to all rules/regulations of the competition

Knowledge and Skills Required

Ideally the Australian Junior Team Manager is someone who has:

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Sound knowledge of the entry procedures and the rules/regulations of the competition

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Australian Junior Team Manager is 1 hour per week August-December, and attendance at the Australian Junior Championship

The Australian Junior Team Manager is appointed for a twelve month term.



ACT JUNIOR CHESS LEAGUE

Job Description (Non-executive) - Internet Competition Coordinator



The Internet Competition Coordinator will promote & facilitate participation by ACT Junior Chess League Inc (ACTJCL) players in the Australian Junior Internet Competitions.

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Internet Competition Coordinator is appointed by, and reports to, the ACTJCL committee in consultation with the organising committee of the Australian Junior Internet Competitions.

Responsibilities and Duties

The Internet Competition Coordinator should:

- Promote & facilitate participation by ACTJCL players and schools in all Australian Junior Internet Competitions
- Act as a liaison officer between the organisers of the events and ACTJCL players
- Provide feedback to the committee on the conduct and results of the competitions particularly working with the Publicity Officer for the promotion of events & results
- Represent the views of the ACTJCL committee and players to the organisers of the events

Additional Responsibilities and Duties specific to the Interstate Competition

Additionally, the Internet Competition Coordinator should:

- Coordinate the selection of the ACTJCL team for this event within the parameters set by the organisers
- Act as a liaison officer between the organisers of the event and ACTJCL players including nomination of the ACTJCL team for each round of competition and facilitating any changes and rescheduling required

Knowledge and Skills Required

Ideally the Tournament Coordinator is someone who:

- Is well organised
- Can communicate effectively
- Is positive and enthusiastic

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Internet Competition Coordinator for ACTJCL is one hour per week.

The Internet Competition Coordinator is appointed for a twelve month term.