

QMA MANANGEMENT COMMITTEE – POSITIONS TO FILL

Do you have relevant skills or experience to fill these essential positions?

SKILLS/EXPERIENCE	RESPONSIBILITIES	POSITION	MC
Leadership, forward thinking, planning	Lead and represent QMA Preside at meetings	President	Y
Understand constitutions and strategic planning	Constitution and Policy management and compliance, legal and contract matters.	Vice President	Y
Minute taking, organising meetings, managing correspondence	Organise meetings as required Take meeting minutes Attend to any correspondence	Secretary	Y
Accounting experience	Manage QMA finances Banking and bill paying Set budgets, organise audits.	Treasurer	Y
Computer skills, Understanding of QMA membership	Maintain database, answer queries about membership, provide member lists as required	Registrar	Y
Organisational skills	Co-ordinate competitions across regions and organise Championships	Competition and Championship Coordinator	Y
Liaison with other organisations	Plan Out of Stadia events	Out of Stadia Coordinator	#
Computer skills, eye for detail	Maintain record lists Validate records	Statistician	#
Able to count and place orders.	Stocktake and order medals as required. Distribute medals for championships. Source trophies or other awards	Medals and Awards Manager	#
Customer service, order merchandise	Assist members with uniform orders, place orders with suppliers, distribute uniforms	Uniforms Manager	#
Relevant experience	Oversee all media	Media Co-ordinator	Y
Website experience	Maintain QMA website	Webmaster	#
Facebook experience	Maintain QMA Facebook page	Facebook Administrator	#
Writing, editing and publishing skills	Produce bi-monthly QMA magazine <i>Challenge</i>	Magazine Editor	#
Relevant experience	Promote QMA Source sponsorship	Marketing and Sponsorship Manager	Y
	Coordinate all QMA coaching	Coaching Coordinator	#
	Plan and organise social events	Social Coordinator	#

NOTE: It is desirable that positions marked Y in the Right Hand column are Management Committee positions.

Positions marked # are not necessarily Management Committee positions, but would report to MC.