

## **CAQ Elected Officer Role Descriptions By-Law**

### **1. President**

1.1. The President is delegated responsibility for the overall supervision of the CAQ's activities.

1.2. Without limiting 1.1, the President is responsible for:

- 1.2.1. ensuring the CAQ remains consistent with its NFP reporting requirements;
- 1.2.2. being a signatory to all accounts and official documents when required;
- 1.2.3. liaising with Australian Chess Federation (ACF) as the default ACF delegate;
- 1.2.4. providing written reports for each CAQ Council Meeting;
- 1.2.5. ensuring that the CAQ follows the principles of natural justice in discipline of members;
- 1.2.6. chairing all CAQ Council meetings unless otherwise unable;
- 1.2.7. actively attend chess tournaments across Queensland;
- 1.2.8. actively promote chess and encourage participation;
- 1.2.9. taking on suggestions from members and relevant stakeholders to CAQ meeting as requested; and
- 1.2.10. Any other reasonable request made by the CAQ Council.

### **2. Vice-President**

2.1. The Vice-President is delegated responsibility of supporting the President's overall supervision of the CAQ's activities.

2.2. Without limiting 2.1, the Vice-President is responsible for:

- 2.2.1. supporting the President to liaise with members and relevant stakeholders;
- 2.2.2. maintaining the Blue Card Register / CYRMS;
- 2.2.3. chairing council Meetings when the President is otherwise unable; and
- 2.2.4. any other reasonable request made by the CAQ Council.

### **3. Secretary**

3.1. The Secretary is delegated responsibility for the administrative and support services of the CAQ.

3.2. Without limiting 3.1, the Secretary is responsible for:

- 3.2.1. providing notice and coordinating council meetings to clubs/members with 14 days notice, including information on matters to be discussed;
- 3.2.2. being a signatory to all accounts and official documents when required;
- 3.2.3. providing notice and coordinating Annual General Meetings to clubs/members with 28 days notice, including information on matters to be discussed;
- 3.2.4. creating minutes of council meetings;
- 3.2.5. distributing minutes of council meetings to members and relevant stakeholders;
- 3.2.6. creating and coordinating tendered documents on behalf of the CAQ;
- 3.2.7. maintaining the Blue Card Register/CYRMS;
- 3.2.8. monitoring all complaints and inquiries to the CAQ;
- 3.2.9. ensuring the CAQ website is up-to-date; and
- 3.2.10. any other reasonable request made by the CAQ Council.

#### **4. Treasurer**

4.1. The Treasurer is delegated general responsibility for the financial services of the CAQ.

4.2. Without limiting 4.1, the Treasurer is responsible for:

- 4.2.1. ensuring the CAQ's finances are in order;
- 4.2.2. being a signatory to all accounts and official documents when required;
- 4.2.3. ensuring Public Liability Insurance is current;
- 4.2.4. ensuring that audit is completed each year;
- 4.2.5. coordinating OFT lodgements;
- 4.2.6. presenting financial documents at AGM and each council meeting; and
- 4.2.7. any other reasonable request made by the CAQ Council.

#### **5. Junior Chess Coordinator**

5.1. The Junior Chess Coordinator is delegated general responsibility of all junior chess matters

5.2. Without limiting 5.1, the Junior Chess Coordinator is responsible for:

- 5.2.1. managing junior chess initiatives, including QJETS;
- 5.2.2. encouraging and promoting opportunities for junior chess;
- 5.2.3. liaising with the Australian Junior Chess Coordinator and/or other relevant ACF officeholders for opportunities for Queensland juniors abroad;
- 5.2.4. liaising with the Queensland Junior Ratings Officer to ensure the regular publication of Queensland Junior chess ratings; and
- 5.2.5. any other reasonable request made by the CAQ Council.

#### **6. Membership Officer**

6.1. The Membership Officer is delegated general responsibility of managing the memberships of the CAQ.

6.2. Without limiting 6.1, the Membership Officer is responsible for:

- 6.2.1. ensuring the membership list is up to date;
- 6.2.2. ensuring that all membership fees are paid;
- 6.2.3. following up events that did not have up-to-date memberships;
- 6.2.4. reporting to council on memberships numbers at each council meeting; and
- 6.2.5. any other reasonable request made by the CAQ Council.

#### **7. Ratings Officer**

7.1. The Ratings Officer is delegated general responsibility of submitting the relevant tournaments for ACF and FIDE rating to the National Ratings Officers and the FIDE Ratings Officer respectively.

7.2. Without limiting 7.1, the Ratings Officer is responsible for:

- 7.2.1. ensuring events are sent through for rating, and that invoices are produced for clubs to pay;
- 7.2.2. reporting to the council on the rated tournaments in QLD;
- 7.2.3. reporting to the council on data and information on the ACF and FIDE ratings of QLD players; and
- 7.2.4. any other reasonable request made by the CAQ Council.

## **8. Tournament Officer**

- 8.1. The Tournament Officer is delegated general responsibility of managing the calendar of events for ACF and FIDE tournaments in Queensland.
- 8.2. Without limiting 8.1, the Tournament Officer is responsible for:
  - 8.2.1. compiling the yearly calendar and distributing to members and relevant stakeholders;
  - 8.2.2. verifying the tournament flyers before they are added to the CAQ website;
  - 8.2.3. alleviating clashes between tournaments in the appropriate manner;
  - 8.2.4. assisting the Treasurer to coordinate relevant subsidies to eligible tournaments;
  - 8.2.5. liaising and advising tournament organisers as needed, especially those running events for the first time;
  - 8.2.6. ensuring that tournaments are complying with relevant by-laws and recommendations made by council; and
  - 8.2.7. any other reasonable request made by the CAQ Council.

## **9. Regional Liaison Officer**

- 9.1. The Regional Liaison Officer is delegated general responsibility of liaising and representing regional members and relevant regional stakeholders.
- 9.2. Without limiting 9.1, the Regional Liaison Officer is responsible for:
  - 9.2.1. advocating for chess in regional areas;
  - 9.2.2. reporting to the CAQ on relevant concerns pertaining to the development of regional chess in QLD;
  - 9.2.3. investigating initiatives for regional chess in QLD; and
  - 9.2.4. any other reasonable request made by the CAQ Council.

## **10. Publicity Officer**

- 10.1. The Publicity Officer is delegated general responsibility for promoting and encouraging greater participation in Queensland tournaments.
- 10.2. Without limiting 10.1, the Publicity Officer is responsible for:
  - 10.2.1. assisting the Secretary to promote events via ChessChat, Social Media, and other platforms;
  - 10.2.2. publicizing results and upcoming events via Mail Chimp;

- 10.2.3. adding event flyers and other useful things to the CAQ Facebook page and QLD Junior Chess pages;
- 10.2.4. adding flyers to the CAQ website;
- 10.2.5. working with relevant authorities on additional funding opportunities for the CAQ;  
and
- 10.2.6. any other reasonable request made by the CAQ Council.

## **11. Development Officer**

- 11.1. The Development Officer is delegated general responsibility for providing the CAQ with regular reports on how to develop and improve chess in QLD.
- 11.2. Without limiting 11.1, the Development Officer is responsible for:
  - 11.2.1. investigating opportunities to develop chess within Queensland;
  - 11.2.2. working with the publicity officer to work with relevant authorities on additional funding opportunities for the CAQ; and
  - 11.2.3. any other reasonable request made by the CAQ Council.