



Applications are being sought for the following CU in MI state level positions. Qualified candidates are asked to complete the attached Application of Interest and return it to the Association Director (AD) by May 1, 2019.

Association Director
State Problem Captains—Long Term problems 1, 3 & 5 and Score Room
Region 2 Director
Region 3 Director
Region 4 Director
Alumni Director
Sales Director

Most of these positions are currently held by people who would like to continue in that position. Please be aware that all positions are open to anyone who meets the qualifications and turns the Application of Interest in on time.

The process for selection:

- AD to solicit nominations for all open positions each April on the website then review them in order to make sure all nominees meet the minimum requirements for the position.
- AD will then submit the names of all qualified candidates to the Board for appointment by the summer Board meeting.

If you have any questions about the positions or the process, please contact Pamela Gombert, Association Director, at director@michiganodyssey.com or 616-698-1864.

ASSOCIATION DIRECTOR

TERM: Elected to a 2 year term at the summer Board meeting in odd years.

DESCRIPTION: The Association Director ("AD") runs the day to day activities of the CU in MI organization based on the Bylaws and Policies and Procedures established by the CU in MI Board ("Board").

DUTIES:

- Represent Board to CCI and all national affiliated organizations.
- Attend national meetings (or appoint a qualified substitute).
- Disseminate information from the national level to Board.
- Represent Board and assist Michigan teams at WF.
- Develop annual calendar of events.
- Set Board meeting dates, agendas and chair Board meetings.
- Responsible for Budget Oversight
- Handle all Board correspondence.
- Review and sign all state level contracts entered for the Association. Contracts shall be reviewed and signed by the Association Director and one other Board member.
- Correspond with World Finalist Teams prior to and at World Finals as needed
- Secure liability insurance for tournaments and trainings, as directed by the Board.
- Act as ex-officio on all Board committees
- Assist incoming AD.
- Turn over all records, materials and supplies to new AD no later than 30 days after the end of the AD term of office.

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.

STATE ____ PROBLEM CAPTAIN

TERM: Appointed by Board to staggered 2 year terms summer Board meeting.
1, 3, 5 Score Room in odd years 2, 4 & Spontaneous in even years
through the following procedure:

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

REGIONAL DIRECTOR – Regions 2, 3 & 4 are open this year:

Term: Elected to a 3-Year Term on a rotating basis at the summer board meeting.

Description: Organize and run all Regional Odyssey of the Mind trainings and tournaments within area of jurisdiction.

Duties:

- Be responsible for any and all activities related to respective Regional competitions including setting training and tournament dates, entering into related contracts, securing training and tournament sites, conducting coach trainings, registering teams, judges and volunteers and program for the day, and providing support and communication to teams, coaches, judges, and tournament officials.
- Obtain Problem Captains for his/her Regional Tournament and submit names and addresses to the Association Tournament Director.
- Meet with Problem Captains to review judging responsibilities, procedures, program guidelines and tournament format.
- Conduct Judges' Training for Regional Tournament.
- Schedule and Conduct Coaches' Trainings and Awareness Sessions.
- Act as or appoint the fiscal agent for regional events
- Advises the Board of Regional Issues.

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.
- Strong verbal and written communication skills.
- Depth of knowledge about Odyssey of the Mind and CU in MI operations.

ALUMNI DIRECTOR

TERM: Elected by Board for a 2 year term at the summer Board meeting in odd years.

DESCRIPTION: Identify, recruit and engage Odyssey alumni in Michigan's Odyssey of the Mind program.

DUTIES:

- Devise ways to identify, communicate with and foster the continued involvement of OMERs in the Odyssey of the Mind in the program.
- Submit action plan and budget by July 1 for Board approval.
- Report to Association Director
- Attend Board meetings

JOB REQUIREMENTS:

- Have a minimum of 2 years working in the Odyssey of the Mind program
- Be appointed by a 2/3 vote of the CU in MI Board
- Strong verbal and written communication skills

SALES DIRECTOR

TERM: Elected to a 2 year term at the summer Board meeting in odd years.

DESCRIPTION: The Sale Director is responsible for designing, ordering, and directing the sale of all CU in MI merchandise and for merchandise sales at the State Tournament while working cooperatively with Regional Sales Directors to keep inventory as low as possible from year to year.

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 Ambassador Director.
- Oversee technical aspects of CU in MI website and other social media formats (i.e. Facebook, Twitter).
- Oversee and coordinate scholarship process.
- Submit a budget by June 15 for Board approval.
- 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.
- Have a background in retail sales, record keeping preferred.