



Position Description, Director of Selectors - One (1) Senior & One (1) Junior

Report to: the President and Management Committee.

Appointment:

- A Junior & Senior Director of Selectors is appointed by the Management Committee.
- Must be a current financial member of the QPA.
- Appointment is for a 12 month period.

Duties of the Position: To fulfil their responsibilities the Director of Selectors have a number of responsibilities which include but are not limited to the following:

- The Director of Selectors is to preside over all deliberations by Selectors. At selector meetings, the Director should Chair the meeting, allowing sufficient discussion and ensure teams are finalised.
- The Director of Selectors is to report all outcomes to the QPA Management Committee. The Management Committee is to be notified via the Director of Selectors of the selected teams before members are advised of selections. This should take no more than 24hours.
- Any queries or complaints over selections will be reported to the QPA President who will in turn brief the Management Committee.
- Following advice from the Management Committee, liaise with the State Administrator to call for nominations for particular representative events.
- Liaise with the QPA office as to the wording of the nomination form, closing date for nominations and proof read before release.
- Receive nominations once compiled by the State Administrator and disseminate to all Selectors as soon as practical after closing date, to allow sufficient time to peruse.
- Encourage all Selectors to attend carnivals/events to ensure accurate selecting.
- Organise a selectors meeting date suitable to all selectors, as all must be present to select teams (Refer to Selector Policy).
- The Director should in no way influence any decision by any Selector.
- The Director should ask a Selector to leave the room while discussing their immediate family. (Refer to Conflicts of Interest - Selector Policy)
- If selecting by teleconference, the Director should in no way influence any decision. He/she should note selectors choices and use majority for his/her decision.
- If phone selecting, the Director should ring selectors in a different order each time, if possible. All selectors should be phoned, even if majority is reached prior.
- Captain and reserves should be noted at selection meetings.
- Remind Selectors of their duty to not release any selection until it has been formally released by QPA and that any discussion within the meeting is confidential.
- The Director of Selectors or deputy is the only person to clarify selections with team members of their inclusion or exclusion of a team.
- If withdrawals occur, the Director is to contact all selectors, notifying them of the withdrawal and allowing sufficient time for selectors to liaise before a final decision is made, where practical.
- When teams are finalised, the names should be released only in alphabetical order with the captain noted.
- The Director of Selectors will liaise with the team-coach as to how and why the team was selected.

QUALIFICATION AND SKILLS REQUIRED

<ul style="list-style-type: none"> • Proven experience in administrative management, preferably with experience in a voluntary organisation. 	<ul style="list-style-type: none"> • Ability to be a team leader – firm but fair. • Ability to work constructively within a team.
<ul style="list-style-type: none"> • Ability to think and act strategically. 	<ul style="list-style-type: none"> • Excellent public relations and written and verbal communication skills.