

03. ADMINISTRATIVE STAFF

EXECUTIVE DIRECTOR – The Executive Director shall administer the programs of the NYSAAA, Inc. as provided by the Constitution and Policies, Operations and Procedures Manual and according to the policies and procedures determined by the Executive Committee.

03.1 Qualifications

- Membership in NYSAAA - three years (minimum).
- Administrative background and proven leadership qualities in school athletic administration.
- NIAAA certified as a (CAA) Certified Athletic Administrator (Minimum) or a (CMAA) Certified Master of Athletic Administration (Preferred).

03.2 Salary

The Executive Board shall negotiate salary terms and conditions with advice of counsel.

03.3 Lines of Authority

The Executive Director is responsible to the Executive Board.

03.4 Duties and Responsibilities

Policy, Procedures and Professional Development:

1. Assists the President-Elect in the annual review of the P.O.P. Manual.
2. Assist the Treasurer with Budget and Finance matters.
3. Attend all meetings of the Executive Board and Representative Board.
4. Carry out duties consistent with policies established and directed by the Executive Board or its President
5. Keeps the membership informed of activities and provides progress reports as necessary for the well being of the Association
6. Act on behalf of the Executive Board, with the authority to approve projects and other expenses when necessary.
7. Attends the NIAAA Conference, Section I Meetings, NEDC Meetings and Section I Summer Institutes annually, whenever possible.
8. Attends all meetings of the NYSPHSAA, Inc., whenever possible.
9. Work in partnership with the NYSPHSAA, Inc. Executive Director in the planning and conducting joint ventures and programs which benefit Schools, Athletes, and Athletic Administrators throughout the state. This includes the annual fall workshop for Athletic Administrators.
10. Works closely with the Council of Administrators and State Education Department, and attends meetings as necessary when possible.
11. Oversee the operation of the state Leadership Training Institute and Certification Program, which includes working closely with those Committee Chairs in setting up and conducting courses and exams throughout the state in a regular and timely manner each year.
12. Works closely with Principals', Superintendents' and Board of Education professional associations to promote the benefits of NYSAAA membership for the professional

development of athletic administrators and the enhancement of school athletic programs. This involves attending, exhibiting or presenting at conferences and workshops of these associations whenever feasible.

13. Maintains a visibility around the state by attending Chapter meetings and attending workshops and meetings of affiliated organizations whenever feasible.

14. Serve as one of three state coordinators for state Professional Development Academy.

15. Maintain records of certified athletic administrators in New York.

16. Coordinate (with LTI state coordinator) the schedule and implementation of LTI course offerings, and promote NIAAA LTC Webinars.

Newsletter:

1. Serves as Editor and Publisher of the association newsletter.

2. Oversees the publishing, printing and distribution of the newsletter.

3. Solicits advertisers and corporate sponsorship ads for newsletter.

4. Solicits and writes articles and material to be included in the newsletter.

5. Works closely with the printer or publishing company in design and content of newsletter.

6. Establishes timelines and schedules for content to be submitted and newsletter release.

7. Oversees all financial aspects of the newsletter.

Website Management:

1. Oversees the administration of the association website.

2. Serve as the Webmaster to continually maintain an up to date website, vital to the overall operation of the association.

3. Works cooperatively with the website host administrator in delivering a functional and user friendly site.

4. Updates the website in a timely manner with news, information, materials and forms necessary to make it vital to the membership.

5. Promotes and encourages membership to make use of the website.

6. Provides links where appropriate to the website.

General Operations:

1. Consult with the President to prepare agendas for all meetings of the Executive Board, Representative Board and Special Meetings.

2. Maintain permanent records of all business transacted by the Association.

3. Maintain all historical records and items of historical significance to the association.

4. Assume responsibility for maintaining and operating a NYSAAA office for conducting all Association business.

5. Assist the association Secretary and Chapter Representatives in conducting NYSAAA business at the local level.

6. Assist all committees in performing their duties.

7. Handle most general correspondence and communication, including general mail, emails and phone calls.

8. Be responsible for the general management and administration of NYSAAA headquarters office.

9. Be responsible for planning and administration of fall, winter, spring and annual meetings.

10. Distributes minutes of special meetings, memos and reports resulting from NYSAAA

activities which has an interest to the Executive Committee, Representative Board and/or membership.

11. Supervises the distribution of supplementary materials for the professional development of athletic administrators.
12. Prepares an Annual Calendar of NYSAAA activities for adoption by the Executive Board.
13. Coordinates and schedules special meetings as required.
14. Represents the NYSAAA at conferences, meetings and activities, which relate to the NYSAAA.
15. The Executive Director, along with the Executive Board and the NIAAA State Liaison, shall be responsible for maintaining a current pool of members showing leadership potential for the State and National Associations.
16. Administers and oversees the development, production and distribution of NYSAAA Athletic Administrator's Handbooks.
17. Administers and oversees a program for the sales of NYSAAA Logo items which include, but are not limited to clothing and other items of interest to the membership.
18. Performs such other duties which are in the best interest of the membership as mutually agreed upon by the Executive Board and the Executive Director.
19. Maintain an updated checklist for future Executive Directors in operating the association.
20. Develop and maintain updated comprehensive membership and corporate sponsorship brochures for use in membership and sponsor solicitation and renewal.

Financial:

1. Serve as an advisor to the Treasurer and Executive Board on Budget and Financial matters.
2. Establish and implement a comprehensive Corporate Sponsorship Program to benefit the association by producing significant revenues used to conduct programs which enhance and benefit the membership and professional development.
3. Administer and oversee the Corporate Sponsorship Program, which includes:
 - Seek out and solicit new corporate sponsors/partners
 - Developing and administering contracts with corporate sponsors/partners
 - Retention of corporate sponsors/partners on a long term basis through renewal of contracts
 - Promotion of corporate sponsors to the membership through advertising, conference, and other means mutually agreed upon
 - Collection of corporate sponsorship contributions
 - Has the authority given by the Executive Board to sign all contracts and act on their behalf
4. Reviews and authorizes vouchers to be submitted to the Treasurer to prepare and issue reimbursement checks.
5. Maintains a file of all financial transactions of the association submitted by the Treasurer and Conference Registrar & Membership Secretary..
6. Responsible for the purchasing of all equipment, services and supplies used in maintaining the association and conference headquarters offices.

Conference:

1. Coordinates and oversees the annual conference, its planning, all operations, and the various committee functions and responsibilities.
 - Site Committee
 - Conference Program Planning Team
 - Conference Registrar
 - Exhibit Coordinator
 - Conference Coordinator
 - Conference Program
 - Hotel Contracts
 - Meal Functions & Event Planning and Operations
 - Exhibit Hall agreements and functions
 - Insurance and security packages for exhibit hall & hotel
2. Supervises a conference registrar who has complete authority to collect all registration fees and to make all disbursements.
3. Administers the conference budget and expenditures in conjunction with the conference registrar.
4. Supervises an Exhibits Coordinator who shall be responsible for sales, registration and operation and finances of all exhibits at the conference.
5. Oversees conference site selection, negotiations with potential conference properties, and makes recommendations to the Representative Board for approval.
6. Has the authority given by the Executive Board to sign and administer all contracts with hotel sites and conference exhibit halls.
7. Maintains records of conference operations:
 - Contracts
 - Checklists
 - Financial Records
 - Conference job descriptions
 - Other necessary records
8. Assists conference planning team on budget and conference expenses.
9. Works closely with conference planning team and committees on all conference details.
10. Assists conference planning committee as necessary and attends all meetings when necessary and feasible.
11. Administer the annual "Apple Awards" program.
12. Administer NYSAAA gift programs, including, but not limited to the "President's Ring", Board or President's Watches, and NIAAA State door prize gift.
13. Administer the operation of the Hall of Fame and work with the Awards Committee and Hall of Fame Committee on its implementation.

03.6 Credit Cards

The Executive Director will be given a NYSAAA credit card(s) for NYSAAA business. Upon the completion of the Executive Director's duties, these credit cards will be relinquished.

03.7 Office Equipment Inventory

The Executive director will maintain a current inventory.

03.8 Timeline/Checklist

June/July	<p>Executive Board Meeting – Reorganization Meeting Attend NEDC Summer Meeting Update Representative Board Information and all records kept Notify Board of Meeting Dates/locations Order new membership brochures from printer Order new information portfolios from printer Attend Conference Planners Meeting Section I Summer Institute</p> <p>Establish dates and site arrangements/contracts for fall/winter/spring meetings for the following year</p> <p>Coordinate a CAA Exam in conjunction with the Director of Professional Development and the Certification Chair</p>
August	<p>Attend & report at NYSPHSAA Summer Meeting Develop preliminary program schedule for next conference Conference Planning & Gifts Update Data Bases and Records Fall Meeting Reminder to Board Order NIAAA and NFHS Brochures for Chapter Visits and Conference Update state information to NIAAA with dues Correspondence/communication with Corporate Sponsors Order more “Apples” for Appreciation Award (if necessary) Prepare and submit materials for Back to School Newsletter</p>
September	<p>Information and registration for NFHS Conference and NIAAA Annual Meeting Leadership Training State Coordinators’ Meeting (Indy) Prepare for fall Representative Board Meeting Attend Conference Planners Meeting Planning for all AD’s workshops and LTI Courses, CAA Exam, and meetings w/NYSPHSAA Update conference forms and information on website Fall Back to School Newsletter release</p>
October	<p>Prepare materials, communicate and make all room/meal</p>

arrangements for fall Representative Board Meeting
Attend NYSAAA Fall Representative Board Meeting
Conference Planning Meeting with Hotel – arranging room
and meal functions
Conference Program Planners' Meeting – Develop Preliminary
Program Information & workshop schedule

Coordinate a CAA Exam in conjunction with the Director of
Professional Development and the Certification Chair

Prepare & submit materials for Fall Newsletter
Attend & report to NYSPHSAA fall meeting
Finalize arrangements for LTI Courses offered at conference

- November
- Fall newsletter release (mid-month)
 - Order Conference Gifts
 - Correspond with Corporate Sponsors
 - Acquire a State door prize for national conference
- December
- Attend NIAAA and NEDC national conference meetings
 - Notification and renewal of corporate sponsor contracts
 - Send meeting call for January Executive Board Meeting
 - Reminder of upcoming Award Information Deadlines
 - Prepare materials, agendas for January Executive Board Meeting
- January
- Attend NYSPHSAA Winter Meetings
 - Order Awards for Conference
 - Order Clothing for Conference
 - Order Remaining Gifts for Conference
 - Send agenda & materials to Executive Board for meeting
 - Conference call meeting with Executive Board
 - Review/check final conference arrangements for meals and
event functions w/hotel
 - Conference Planner's Meeting
 - Prepare materials for Winter pre-conference newsletter
 - Submit materials for newsletter
 - Finalize contracts with corporate sponsors/arrangements
for conference
 - Renew Insurance for Exhibit Hall, Hotel & Conference
- February
- Release Winter Newsletter (mid-January)
 - Conference Program final copy review
 - Room/meal arrangements w/hotel for VIP Block
 - Check on Awards
 - Check on conference vendors
 - Final check w/conference planners & ongoing checks with hotel
 - Finalize arrangements for LTI Courses offered at conference

March	<p>Final preparations for conference meetings and functions Final check on room/meal arrangements "VIP Block" Prepare materials/agendas & notifications for Conference functions Representative Board meeting notice and agenda Prepare for agenda Annual Meeting Go over conference checklists Coordinate a CAA Exam in conjunction with the Director of Professional Development and the Certification Chair</p> <p>Check all conference gifts, materials, awards, clothing received Prepare Awards for conference Prepare for Section I Meeting (attend March/April) NYSAAA Annual Conference and meetings</p>
April	<p>Conference Wrap Up w/hotel, review bills, conference evaluation Conference Planning Begins for next year Prepare and submit materials for spring newsletter Attend Spring NYSPHSAA Meetings and Section I Meeting</p>
May	<p>Review and release spring newsletter (mid-May) Prepare for June Executive Board Meeting (Site, meals, agendas) Update Ciell Wade Directory Information Update new Board Information Deadline for submitting NIAAA Awards Prepare for NEDC summer meeting</p>
June	<p>Year End Report and Review Review POP Manual for necessary changes Executive Committee Reorganization/Planning Meeting Review Staff Contracts w/Executive Board Attend NEDC Meeting (June or July) Review and Update Timelines/Checklist</p> <p>Coordinate a CAA Exam in conjunction with the Director of Professional Development and the Certification Chair</p>

Updated 09/2017

03.10 ASSOCIATE EXECUTIVE DIRECTOR (Added position in 2017)

QUALIFICATIONS:

- Membership in NYSAAA - three years (minimum)
- Experience and proven leadership qualities in school athletic administration
- NIAAA certified as a (CAA) Certified Athletic Administrator (Minimum) and a (CMAA) Certified Master of Athletic Administration (Preferred)
- Retired, or within 5 years of retirement as a full time athletic administrator
- Previous experience in a past NYSAAA leadership position(s) will be taken into consideration

SALARY:

- To be determined by the Executive Board upon recommendation of Executive Director
- Reimbursement for all necessary office and travel expenses

LINE OF AUTHORITY: Directly responsible to the Executive Director and the Executive Board

DUTIES & RESPONSIBILITIES:

Conference: (With the assistance, direction and supervision of the Executive Director)

1. Coordinates and oversees the annual conference, its planning, all operations, and the various committee functions and responsibilities, which includes development of a conference schedule and the planning of all meetings.
 - Site Committee
 - Conference Program Planning Team
 - Conference Registrar
 - Exhibit Coordinator
 - Conference Program
 - Hotel Contracts
 - Meal Functions & Event Planning and Operations
 - Exhibit Hall agreements and functions
 - Insurance and security packages for exhibit hall & hotel
2. Supervises a conference registrar who has complete authority to collect all registration fees and to make all disbursements.
3. Administers the conference budget and expenditures in conjunction with the conference registrar.
4. Supervises the Exhibits Coordinator who shall be responsible for sales, registration and operation and finances of all exhibits at the conference.

5. Oversees conference site selection, negotiations with potential conference properties, and makes recommendations to the Representative Board for approval.
6. In conjunction with the Executive Director, has the authority given by the Executive Board to sign and administer all contracts with hotel sites and conference exhibit halls.
7. Is familiar with the maintenance of records and conference operations:
 - Contracts
 - Checklists
 - Financial Records
 - Conference job descriptions
 - Other necessary records
7. Assists the conference planning team on budget and conference expenses.
8. Works closely with conference planning team and committees on all conference details.
9. Assists conference planning committee as necessary and attends all meetings when necessary and feasible.
10. Coordinate and administer the **Roy O'Neill Awards Banquet & David Martens Awards Luncheon**, prior to and as part of the conference with the assistance of the Awards Chair.
11. Administer NYSAAA gift programs, including, but not limited to the "President's Ring", Board or President's Watches, and NIAAA State door prize gift.
12. Administer the pre-planning and operation of the "**Alan A. Mallanda Hall of Fame Ceremony**", and work with the Awards Committee and Hall of Fame Committee on its implementation.

Other Responsibilities:

Assist the Executive Director in the following areas as outlined in his/her job description:

- General Operations of the association
- Assist with meeting planning for the Executive Board & Representative Board
- Newsletter
- Website Management
- Corporate Sponsorship
- Financial Operations
- Professional Development: Leadership Training & Certification
- Facilitate the coordination and communications with Chapter Reps and Committees
- Maintaining communication & coordination with NIAAA & NEDC activities and programs
- Adhere to the timelines established in the NYSAAA P.O.P. Manual for the Executive Director
- Updating and revising the P.O.P. Manual regularly
- Represent the association as needed in the absence of the Executive Director
- Perform all other duties as requested by the Executive Director or Executive

Board

03.11 DIRECTOR OF PROFESSIONAL DEVELOPMENT & MEMBERSHIP SERVICES (Added in 2017)

POSITION TITLE: Director of Professional Development & Membership Services

QUALIFICATIONS:

- Membership in NYSAAA – Three Years Minimum
- Experience and proven leadership qualities in school athletic administration
- Experience and proven leadership qualities involving professional development activities
- Minimum NIAAA certified (CMAA) Certified Master Athletic Administrator required
- Retired or within five (5) years of retirement as a full time athletic administrator preferred
- Previous experience in a NYSAAA leadership position(s) preferred

STIPEND:

- To be determined by the Executive Board upon recommendation of the Executive Director
- Recommended to start at \$2,400 annually, paid monthly and reviewed every 3 years
- Reimbursement of all necessary office and travel expenses

LINE OF AUTHORITY: Reports to the Executive Director and the Executive Board

DUTIES & RESPONSIBILITIES:

General:

1. Attend all Executive Board and Representative Board meetings in an Ex-Officio capacity
2. Attend the state conference annually, and national conference as necessary
3. Visit all chapters/sections as needed to promote professional development and membership
4. Write quarterly articles on professional development and membership activities for the newsletter and submit information as needed for dissemination on our website

Professional Development:

1. Develop a statewide plan for improvement & implementation of a comprehensive professional development program for athletic administrators through the use of the NIAAA/NYSAAA Leadership Training Institute and Certification programs
2. Administer implementation of the NIAAA/NYSAAA Professional Development Program throughout New York State
3. To oversee the operation of Leadership Training and Certification Chairpersons, which includes recommending appointment, supervision and evaluation, assuring the effectiveness of each committee
4. Coordinate the training of all LTI Instructors and staffing of courses being taught
5. Coordinate and oversee the administration of all LTI and Certification activities throughout the state each year and maintain records.
6. Provide support for the President and Conference Planning Team in conference preparation annually
7. Represent the NYSAAA at the NIAAA State Coordinators' Fall Conference
8. Conduct all First Timers and New AD's orientation meetings at the annual state conference
9. Plan and staff and oversee the "Sparky" Rector Drop-In Center at the conference each year

Membership:

1. Develop a comprehensive statewide plan for improvement of membership in the NYSAAA
2. Promote membership throughout the state in each chapter, and with affiliated associations (such as Superintendents, Principals, NYSPHSAA/Sections)
3. To identify, create and solicit growth initiatives for implementation statewide and make recommendations to the Executive Board
4. To implement and evaluate ongoing membership initiatives that have been established by the Executive and Representative Boards
5. Oversee, coordinate and communicate regularly with all Chapter Reps, Chapter Membership Committee Chairs and Section Executive Directors
6. Coordinate all membership efforts with the NYSAAA Membership Secretary

Other Duties and Responsibilities:

As deemed appropriate and necessary by the Executive Director and/or Executive Board