



INTERSCHOLASTIC ATHLETIC CONFERENCE
Seeking a Qualified Candidate for the Position of
IAC Executive Director



The Interscholastic Athletic Conference (IAC) is searching for an Executive Director who had past experience and knowledge, in a leadership position, of high school interscholastic sport. This part time stipend position is responsible for the daily business and functions of a 19-member athletic conference formed in 1966 and located in South Central New York. The Executive Director is one of four league officers (President, Vice-President, and Treasurer) and is a non-voting member of a 7-member Executive Committee. Compensation for this position ranges from \$14,500-\$15,500 with a \$1500 technology reimbursement.

Responsibilities of the Position Include:

1. Establish IAC League Calendar for the academic year.
2. Arrange and attend all meetings of the IAC, including monthly Athletic Director Meetings, Executive Committee Meetings, and Sport Specific Meetings.
3. Develop IAC Meeting Agendas, record minutes, and distribute materials as necessary for above-mentioned meetings.
4. Maintain appropriate records of all IAC league business. Including, records of IAC meetings, activities, records, and championships.
5. Publicize and communicate all IAC league activities.
6. Develop and maintain the IAC league website.
7. Cooperate with Sport Coordinators and school representative in preparing IAC League and/or Divisional Schedules
8. Develop with Sport Coordinators the seasons schedules to present to the IAC League Athletic Directors for approval.
9. Distribute and present IAC Certificates and Awards.
10. Update and maintain policies and by-laws as directed by the Athletic Directors and distribute such changes to member schools.
11. Organize and plan for all league functions (examples include championship contests, league activities such as a golf tournament, awards dinner, special events, trainings, and any other activities as directed by the member schools).
12. Attend all Section IV, IAC League, IAC Pre-season and other special committee meetings.
13. Be active at the Section level as the IAC Representative. The current Executive Director is the league representative, is a member of the Transfer Committee, the Classification Committee, the Football Committee, and the Extended Eligibility Committee.
14. Perform any and all other duties consistent with the position of Executive Director as directed by the IAC League.

Direct inquires about this position to:

Will Cook IAC President607-687-8004.....wcook@tiogacentral.org
 Todd A. James, IAC Vice President.....607-279-5931.....jamest@marathonschools.org

Letters of Interest, Resumes, and References:

Due by May 15, 2021 and forwarded to:

Todd A. James at jamest@marathonschools.org or
 Todd A. James, Athletic Director, Marathon Central School, PO Box 339, Marathon, NY 13803