

## 06. NIAAA - REPRESENTATION/RESPONSIBILITIES

### 06.1 Delegates

Selection of five delegates representing the NYSAAA to the NIAAA Delegate Assembly (annual meeting) each year shall include:

06.11 NYSAAA President

06.12 NYSAAA Liaison to NIAAA

06.13 Three other NYSAAA members, selected by the NIAAA State Liaison, who will be attending the National Conference

06.14 In the event that any of the designees cannot attend the National Conference, he/she will be replaced by another member as designated in Number 06.13.

All NYSAAA delegates to the NIAAA Delegate Assembly shall attend the Section I caucus at the National Conference and hold a caucus prior to the Delegate Assembly to discuss issues being voted upon.

### 06.2 Section I

All NYSAAA Delegates shall attend the Section I meeting at the National Conference. NYSAAA shall send representatives to the spring Section I meeting (to be held in conjunction with a designated State Conference). They shall include:

06.21 NYSAAA Executive Director

06.22 NIAAA State Liaison

06.23 NYSAAA President

06.24 Any NIAAA Past President

06.25 Any current Section I Representative

06.26 Any NYS candidate for the At-Large Position on the NIAAA Board

### 06.3 Leadership

06.31 Selection of representatives to the NIAAA State President's Breakfast/Luncheon at the National Conference shall include:

➤ NYSAAA President

➤ NYSAAA Executive Director

➤ NIAAA State Liaison

➤ Any NIAAA Past President and Section I Representative

If unable to attend, alternates shall be appointed by the President.

06.32 The Executive Board along with the Executive Director and NIAAA State Liaison shall be responsible for maintaining a current pool of members showing leadership potential for the state and national associations.

### 06.4 Liaison

06.41 NYSAAA holds organizational membership in the NIAAA and shall select one person from among its members to serve as their liaison

(corresponding secretary) to the NIAAA for the purpose of coordinating all communications between the state and the national association.

NOTE: It is beneficial if the liaison can serve a multi-year term to facilitate continuity and record keeping activity. State associations are to notify the NIAAA Secretary-Treasurer, in writing, of their selection by May 1 of each year.

#### 06.42 Duties and Responsibilities

Among the items of communications that will be processed through the NIAAA state liaison are:

- Update information for the National Directory of State Athletic Administrators Associations (deadline for return is September 1).
- Endorsements for candidates to the Board of Directors (deadline is June 1).
- Selection of delegates and alternates for the Delegate Assembly (October).
- Notification of state liaison meeting at National Conference (October).
- Recommendations for committee appointments (December).
- Membership promotional items.
- Securing news items and articles for the IAA magazine.
- Shall attend NIAAA State Liaison meeting at National Conference.
- Coordinates the selection process for the Student-Athlete/Scholar Essay Award.
- Coordinates Dr. John Foley Professional Award.
- Coordinates Otis Sennett Award of Excellence.
- Coordinates NIAAA State Award of Merit.

#### 06.43 State Liaison Meeting

1. The NIAAA will prepare a memorandum (under the Secretary-Treasurer's name) to send to each state liaison as a reminder of the state liaison meeting at the National Conference.
2. The Secretary-Treasurer shall keep minutes of this meeting and submit a typewritten copy to the President by January 15.
3. The Secretary-Treasurer shall correspond with states not represented at the meeting.
4. The Secretary-Treasurer shall prepare the agenda with approval from the Board of Directors.

#### 06.44 State Executive Director's Meetings

1. The NYSAAA Executive Director shall be an active member in the National Executive Directors' Council, attend all meetings, and participate in all activities and functions whenever possible. The purpose of such council is as follows:
  - Work together for the common good of all state athletic director associations and their members.

- Provide an efficient system for the exchange of ideas and expertise between state athletic director associations and the NIAAA/NFHS.
  - Promote national programs and initiatives with state organizations.
  - Provide guidance, direction and leadership for the position of executive director with other state associations
  - Plan for future growth of the council.
2. The Executive Director shall keep the Executive Board and Representative Board informed of all activities and functions of the NEDC.

#### 06.45 State Leadership Training Institute Coordinators

1. The President shall appoint a State Leadership Training Institute Coordinator(s) (and assistant, if necessary to coordinate all activities and functions of the NIAAA Leadership Training Institute
2. within the state, and in conjunction with the NIAAA. This LTI Coordinator(s) is the gatekeeper of the LTI for the NYSAAA.
3. The responsibilities of the state LTI Coordinator(s) are:
  - Identify/recommend certified state presenters.
  - Assist in developing LTI presentation faculty.
  - Outline course offerings available in state.
  - Process all orders for LTI courses.
  - Communicate to national office those who successfully complete LTI courses.
  - Keep records of state LTI course offerings and attendance.
  - Responsible for all financial aspects of offering the program.
  - Responsible for submitting annually to the national office the State Leadership Training sanctioning form.
4. State coordinators meet twice annually: once during the National Conference for High School Athletic Directors and again during a fall planning meeting.
5. The State LTI Coordinator(s) (and assistant) shall meet the minimum requirements of (CAA) Certified Athletic Administrator. It is desirable that such a person become certified as a (CMAA) Certified Master of Athletic Administration.
6. The state LTI coordinator should work closely and communicate effectively with the state coordinator for Certification in planning for and implementation of both programs.

#### 06.46 State Certification Coordinator

1. The President shall appoint a State Certification Coordinator (and assistant), if necessary to coordinate all activities and functions of the NIAAA Certification Program within the state, and in conjunction with the NIAAA.
2. The State Certification Coordinator (and assistant) shall meet minimum requirements of (CAA) Certified Athletic Administrator. It is desirable that such a person become certified as a (CMAA)

Certified Master of Athletic Administration.

3. The State Certification Coordinator should work closely and communicate effectively with the State Leadership Training Program Coordinator(s) (and assistant) and the Educational Initiatives Committee Chair.
4. The responsibilities of the state coordinator include:
  - Communicate effectively the purpose, benefits and requirements of the NIAAA Certification Program
  - Promote the NIAAA Certification Program throughout the state
  - With the LTI Coordinator, develop calendars for the delivery of LTI Courses and the CAA Exam at the state level.
  - Submit the NIAAA Sanction forms for administrating CAA Exams
  - Coordinate with Executive director to maintain records of all RAA, CAA and CMAA persons throughout the state
  - Register CAA Test Administrators with the NIAAA and assign as necessary to test sites. Oversee and coordinate the administration of all CAA Exams throughout the state.