

OSAAA Executive Director Job Duties

The position of Executive Director of the Ohio Interscholastic Athletic Administrator Association (OSAAA), will be a non-voting member of the Board of Directors and will be appointed by the President and approved by the Board of Directors for renewal terms of three years in length. Said approval should be part of the March business meeting. The Executive Director's term shall be from July 1 through June 30 in any contracted term.

- a. Duties: The Executive Director will help maintain continuity of the OSAAA, develop alliances with other professional organizations and support the mission of the OSAAA.
- b. Qualifications:
 - i. Must have served or is currently serving as an athletic administrator.
 - ii. Current member of OSAAA
 - iii. Current member of NIAAA
- c. Responsibilities to include:
 - i. Assist with the coordination of the OSAAA website (with Website Chair)
 - ii. Maintain and increase Corporate Partners and Sponsors for OSAAA
 - iii. Attend all OSAAA Board of Director meetings
 - iv. Shall assist or seek the assistance of officers and members, when applicable, to fulfil needs of the organization.
 - v. Serve as the NIAAA Liaison on behalf of the OSAAA
- d. The Executive Director shall attend the following:
 - i. OSAAA State Conference
 - ii. NIAAA Conference
 - iii. NEDC (National Executive Director Committee) meeting in the summer
 - iv. NIAAA Section 2 Summer Meeting
 - v. Additional meetings deemed relevant to the professional enhancement of the OSAAA
- e. Additional Duties:
 - i. Assist the President as specified under duties and responsibilities, with specific responsibilities to distribute and develop Board meeting agendas and document packets via the Board online portal.
 - ii. Shall serve as a liaison, mentor and advisor for the OSAAA on matters pertaining to the operation of the association.
 - iii. Shall be committed to the mission of the OSAAA as stated in Article 8 of the Constitution and By-Laws.
 - iv. Attend all Executive Board meetings, State Conference, Summer Meetings and National Conference.