

## **OIAAA Executive Director Job Duties**

The position of Executive Director of the Ohio Interscholastic Athletic Administrator Association (OIAAA), 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. Purpose: The Executive Director will help maintain continuity of the OIAAA, develop alliances with other professional organizations and support the mission of the OIAAA.
- b. Applicant Requirements:
  - i. Must have served or is currently serving as an athletic administrator.
  - ii. Current member of OIAAA
  - iii. Current member of NIAAA
- c. Responsibilities to include:
  - i. Assist with the coordination of the OIAAA website (with Website Chair)
  - ii. Maintain and Increase Corporate Partners and Sponsors for OIAAA
  - iii. Attend all OIAAA Board of Director meetings
  - iv. Shall assist or seek the assistance of officers and members, when applicable, to fulfill needs of the organization.
  - v. Serve as the NIAAA Liason on behalf of the OIAAA
- d. The Executive Director shall attend the following:
  - i. OIAAA 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 OIAAA
- 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 OIAAA on matters pertaining to the operation of the association.
  - iii. Shall be committed to the mission of the OIAAA as stated in Article II of the Constitution and By-Laws.
  - iv. Attend all Executive Board meetings, State Conference, Summer Meetings and National Conference.

- v. Advise and direct the Executive Board in carrying out the affairs of the organization.
- vi. Coordinate the collection of all records and archival material of the association to the website.
- vii. Oversee that all permanent records are collected and secured from each officer and committee chair.
- viii. Assist all standing committees in performing their duties and responsibilities.
- ix. Coordinate all financial request and/or allocations with various committees and the Treasurer.
- x. Maintain and provide a Constitution, Operations Manual and staff development on OIAAA policies, procedure, and operations for newly elected officers and committee chairpersons.
- xi. Assess and procure member benefits.
- xii. Assist the President and Past President in annual review of Constitution and Operations Manual.
- xiii. Coordinate with the Leadership Training chairperson an annual assessment of Professional Development and Leadership Training opportunities with membership.
- xiv. Assist the Newsletter Chair with quarterly editing and publication of electronic e-zine.