

Policy 8001

Capital Area Activities Conference Executive Secretary Job Description

The CAAC Executive Secretary will operate through the **Board of Directors**. This will be a contracted position; the individual will not be an employee of the CAAC. Any and all decisions will be channeled through the committees. The responsibilities of the executive secretary in conjunction with all CAAC committees and boards shall include but not be limited to the following:

- I. Communications Director
 - A. Be responsible for all communication to conference members, the MHSAA, the press, and public concerning conference business
 - B. Provide information and updates to conference members, the MHSAA, the press, and the public concerning conference business
- II. Liaison
 - A. MHSAA.
 1. Handle all official correspondence with MHSAA.
 - a. File all official recommendations
 - b. Complete all required questionnaires
 - c. Insure that the conference follows MHSAA Rules and Regulations
 2. Will be knowledgeable in all MHSAA Rules and regulations.
 - B. MIAAA and NIAAA
 1. Handle all official correspondence with these organizations
 2. Attend local, state, and national meeting as requested by the board.
 - C. Work with other conferences to improve relations
 - D. Advocate for the conference
- III. Conduct Conference Business
 - A. Follow all bylaws and policies set forth by the Conference
 - B. Be able to interpret and communicate all conference bylaws and policies
 - C. Facilitate all meetings of the Board of Directors, Executive Board, Athletic Commission and Superintendents
 1. Board Policy will direct number of meetings with Board of Directors, Athletic Commission, and Executive Board
 2. Serve as a coordinator and non-voting member of committee meetings as assigned by the Board of Directors
 3. Responsible for all business records and files including agendas and minutes for all conference meetings
 4. Secure site and necessary room for meetings to include hospitality if needed
 - D. Keep conference financial records.
 1. Provide a monthly financial report
 2. Hire and pay all privately contracted workers
 3. File all necessary IRS Reports and tax forms
 4. Prepare an annual budget
 5. Prepare for and have a **compilation** of financial books by a private firm yearly

- E. Prepare a yearly calendar.
 - 1. Meeting Dates
 - 2. Master schedule of all schools
 - a. Coordinate the building of conference master schedule
 - b. Be sure conference policies are followed when schedules are being built
- F. General duties
 - 1. Order trophies, plaques, certificates, etc. for all conference sports.
 - 2. Maintain inventory of all awards
 - 3. Coordinate Scholar Athletic Night
 - a. Order plaques
 - b. Send invitations
 - c. Compile list of athletes
 - d. Produce program
 - 4. Invoice institutions and individuals where appropriate
 - 5. Set up communication with conference members
 - a. Maintain a directory of
 - i. School Officials
 - ii. Assigners
 - iii. All other private contractors
- G. Assigners (Working with the Assignor Committee)
 - 1. Assign sports officials to sports if requested by the Board
 - 2. Recommend for hire through the proper channels assigners as private contractors
 - 3. Evaluate assigners
 - 4. Remove unsatisfactory assigners with just cause and permission of Board
- H. Other duties as assigned by Executive Board

IV. Contract will be reviewed annually by the Executive Board. Contract may be severed by either party with 30 days notice.