



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

AASCA will be a model association that develops democratic leadership for today and tomorrow.

AASCA OFFICIALS JOB DESCRIPTIONS

(March- April, 2017 Antigua Guatemala)
Athletic Director officers

1. The by-laws have designated the following concerning the governing of AASCA. All Officers of AASCA must be from member schools in good standing with the Association. Officers are the President, Vice-President/Parliamentarian and the Secretary. Elections are held during the A.D. meeting every two years
2. Elections to the office will be made at the regular annual meeting of the membership for a term of two years. With no more than 4 years in the same position. The election must be done using the ballot system. The current officers will count and announce the winners after all votes are counted.
3. In addition to members, the membership may appoint, from time to time, such agents of the Organization as it shall deem necessary and appropriate.
4. The **President** shall preside at all times over the meetings. He / She shall have general supervision of the affairs of the Organization, shall keep the membership fully informed and shall freely consult with them concerning activities of the Organization. Also, the President shall perform such other duties as shall from time to time be assigned by the membership. The duties of the President are typical of the powers of presidents of other organizations. The President shall distribute the minutes of the AD annual meeting to the General Directors given by the Secretary.
5. The **Vice-President** shall have such powers and duties as may be assigned by the President or membership at any duly called meeting. In the absence of the President, the Vice-President shall perform the duties of the President. In the event of the resignation of the President in the middle of his/her term, the Vice-President shall become President for the remainder of the outgoing President's term. The Vice President-Parliamentarian is elected to a two year term at the Director's annual meeting. Robert's Rules of order are to be followed unless otherwise agreed upon by a majority at any meeting and the Vice President must act as Parliamentarian to keep proper order during all meetings.
6. The **Secretary** act as secretary of all meetings and shall keep the minutes of all meetings and distribute them to the Athletic Directors of all the member schools. The Secretary shall perform all the duties customarily incident to the office of Secretary, subject to the control of the membership. The Secretary shall be authorized, to certify, by signature, copies of resolutions duly adopted by the members. Also the secretary will be in charge of the Social media used by the AD's such as WhatsApp, Google Doc, etc.



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7. Other officer appointed in conformity with these bylaws shall perform their duties under the general supervision of, and as determined by the President.
8. Detailed duties of the positions

President

- Calls special meetings of the ADs
- Facilitates A.D meetings
- Prepares and files any report required
- Appoints committee chair people
- Maintains contact with AASCA General Directors
- Maintains contact with AASCA High School and Middle School Principals
- Maintains contact with (inter)national organizations
- Represents the A.D's.
- Serves as a spokesperson for the A.D's
- Assists all officers
- Provides follow-up to organizational tasks
- Organizes officers meetings
- Represents A.D's at official events
- Remains fair and impartial during organization decision making processes
- Provides encouragement and motivation to fellow officers and organization members

Vice President

- Assumes the duties of the President in his or her absence
- Serves as an ex-officio member of standing committees
- Directs Rules updating and revisions
- Facilitates election of officers
- Serves as Parliamentarian
- Represents organization at official functions
- Remains fair and impartial during organizational decision making processes
- Performs other duties as directed by the President



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Secretary

- Keeps a record of all members of the organization
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- Prepares an agenda with the President for all meetings
- Notifies all members of meetings.
- Prepares organization's calendar of events
- Keeps the organization informed of organizational business
- Keeps and distributes minutes of each meeting of the organization
- Maintains attendance at all meetings
- Serve as the organization's recognition and appreciation coordinator
- Maintains organizational records, storage, and office
- Prepares and files any report required
- Handles all official correspondence of the organization
- Represents organization at official functions
- Remains fair and impartial during organization decision making process
- Performs other duties as directed by the President