



AASCA

ASSOCIATION OF AMERICAN SCHOOLS
OF CENTRAL AMERICA

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

JOB RESPONSIBILITIES HOST ATHLETIC DIRECTOR

The responsibilities of the Host Athletic Director include the following:

1. Prepare the minutes (in English) of the Athletic Directors' Conference and send them to the AASCA Athletic President no later than two weeks after the Conference.
2. Prepare all the logistics related to the organization of the Athletic Directors' Conference:
 - Send invitations to all Athletic Directors
 - Provide pens & notebooks
 - Send hotel Information to all Athletic Directors
 - Print the conference agenda
 - Print name tags
 - Provide transportation for Athletic Directors from/to the airport
 - Organize a cultural /recreational activity if possible for the Athletic Directors
 - Provide souvenirs to the Athletic Directors (optional)
 - In the hotel, the conference locale, provide: a conference room, Internet service, a flipchart (rotafolio), markers, etc.
3. Include on the agenda the approval of new AASCA Athletic Highlights.