

ASSOCIATION SAMPLE JOB DESCRIPTIONS

Below you will find sample job descriptions for some of the various Association positions and committees.

Board of Directors

The board is a permanent part of the organization provided for in the bylaws. Members of the board are temporary agents elected to act in an administrative capacity.

Typically, the duties and responsibilities of a board of directors are to:

- Perform the duties described in the Association bylaws and as directed by the membership;
- Develop an election method for choosing the delegates from the Association who will represent Association at the national USATF Annual Meeting;
- Select an executive or managing director who will be the chief executive of the Association, serve at the direction of the board of directors, and who will carry out the policies of the Association in accordance with the bylaws and in accordance with the directions and duties established by the board;
- Undertake any action in the best interest of the Association, including actions to approve or disapprove committee business. This authority also permits the board to act in the absence of performance or action of any committee;
- Establish operating rules/procedures to implement and support the bylaws, and to implement the policies of the Association; and
- Amend the bylaws with a two-thirds vote.

President

The presiding officer of each Association is the president, whose normal duties and responsibilities are to:

- Manage the direction of the board of the Association and supervise the affairs of the Association;
- Serve as chair of the board;
- Preside at all meetings of the Association (excluding committee meetings);
- Represent the association on regional and national affairs; and
- Shall be an ex-officio member of all committees.

Secretary

The laws of most states require a second officer of any corporation, the secretary, whose duties and responsibilities generally include:

- Providing due notice of all meetings to the Association membership, board and committees;
- Keeping, or causing to be kept, all records of the Association, and all minutes of meetings of the Association and the Board;
- After each meeting, distributing minutes of the meeting to the board and all member organizations, and coordinate the posting of such minutes on the Association website; and
- In general, performing all duties normally pertaining to the office of Secretary.

Treasurer

As the chief financial officer, the treasurer shall usually have the following duties and responsibilities:

- Keep or shall cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of the Association;
- Have custody of, and be responsible for, all funds, notes, securities, and other valuables which may from time to time come into the possession of the Association;
- Deposit, or cause to be deposited, all funds of the Association with such depositories as the board shall designate;

- Furnish at meetings of the board, or whenever requested, a statement of the financial condition of the Association;
- Prepare, or cause to be prepared, an annual budget to include the anticipated income and expenses of this Association, and submit such budget to the board prior to the coming fiscal year;
- Perform, or cause to be performed, an audit of the financial records of this Association as may be directed by the board;
- File, or cause to be filed, annual tax returns;
- Be the chair of any committees dealing with finances, budgets, and audits; and
- In general, perform all duties pertaining to the office of treasurer.

Executive Director

Some Associations provide for hiring a managing or executive director, whose usual duties and responsibilities are to:

- Provide administrative support to the Association president, board of directors, committees, and committee chairs;
- Maintain the Association office, telephone, and e-mail for the dissemination of information concerning the USATF Association and its events and activities;
- Coordinate membership and sanction processing;
- Maintain the records of the Association, including current membership and financial records;
- Undertake fund-raising activities for the events and activities of the Association, including – but not limited to – soliciting donations and sponsorships;
- Develop community awareness for the Association and promote the benefits of membership, including – but not limited to – developing and implementing membership marketing campaigns;
- Promote Association events and activities to potential participants, members, sponsors, and media;
- Coordinate with the editor and publisher of the Association magazine/newsletter/e-mail blasts to assure it/they contain time-sensitive articles, event applications, membership applications, advertisements, and news items;
- Coordinate with the communications coordinator and/or editor and publisher of the Association magazine/newsletter/e-mail blasts to ensure all current members of the Association receive all Association communications (print and electronic); and
- Perform such other duties as are necessary and appropriate to fulfill the employment contract.

Communications Coordinator

Due to the demands on each Association to regularly communicate to its members and member organizations, a communications chair should be appointed or elected.

The duties and responsibilities of this position are evolving as electronic communications are steadily replacing print communicating, but generally are to coordinate all Association communications (electronic and print), including – but not limited to:

- Requesting and collecting of information from the Association board, committee chairs, and event directors to be sent to your members;
- Sending advance notices regarding upcoming meetings [annual meetings, board meetings, committees, etc.] of interest to your members;
- Sending information of important upcoming track and field events within your Association; i.e., Association championships, Junior Olympic qualifiers, masters events;
- Using proper USATF logos and acronyms (USATF, not USAT&F, USA T&F or U.S.A.T.F.);
- Making sure all notices are properly put together using proper English, including correct grammatical, capitalization, and punctuation styles; and
- Coordinate all social media activities for the Association.

Sport Committees

For that number of sport committees an Association determines it needs in order to provide a broad range of programs to its members, each sport committee chair shall have the following duties and responsibilities:

- Determine bidding procedures to use for selecting championship events and sites;
- Award championship events for its discipline;
- Have jurisdiction over Association championships held in the Association in the particular sport it controls, and shall institute, locate, conduct, and manage all such championships;
- Promote Association championships and activities through local, regional, and national media outlets and the Association newsletter and website;
- Have the right to appoint subcommittees, whose members need not be members of the sport committee, to manage – but not conduct – the various championships;
- Approve officials for championships;
- Have the right to reject any entries for competitors (if deemed objectionable) at any championship, or may delegate this right to subcommittee;
- Have the right to pay expenses of athletes and/or teams taking part in the championship with funds appropriated for that purpose;
- Have the right to determine criteria and implement such criteria for selection of teams that will represent the Association in regional and national championships;
- Serve as the first mediator in disputes among athletes, coaches and event directors related to the sport;
- Secure sponsorship for special, regional, and national events as appropriate; and
- Establish development programs and clinics, which will increase participation and quality of the sport within the Association.

Athlete's Advisory Committee

A typical athlete's advisory committee will have the following duties and responsibilities:

- Serve as a source of reference, opinion, and advice to Association's board of directors, officers, executive director, and all committees about current or contemplated USATF policies and all matters relating to athletes and athletes' rights;
- When authorized by the Association's bylaws and regulations, appoint, elect, or oversee the election or appointment of athletes' representatives to the various Association committees or subcommittees;
- Encourage and foster the representation and active participation of athletes at the meetings of the Association, its board, and its committees, and at all other levels of decision-making within the Association;
- Conduct meetings of the active athletes within the Association; and
- Assist athletes in achieving maximum performance in athletics competition.

Athletics for the Disabled Committee

A typical athletics for the disabled committee will have the following duties and responsibilities:

- Serve as liaison between the Association and:
 - (i) USATF's Athlete's for the Disabled Committee; and
 - (ii) those sports organizations for athletes with disabilities that conduct regular programs;
- Coordinate, through the appropriate sport committee, the competition of disabled athletes in events under USATF's jurisdiction, and promote participation by disabled athletes in USATF-sanctioned events;
- Develop programs to improve athletic performance among athletes with disabilities; and
- Facilitate educating and training coaches and officials, and educating the Athletics community in general in working with athletes with disabilities.

Budget & Finance Committee

A typical budget and finance committee will have the following duties and responsibilities:

- Establish a yearly budget for the entire Association and each of its committees (see Chapter 3.4);
- Examine the accounts of the treasurer and, at the first regularly scheduled meeting of each year, provide a financial report to the Association for the preceding fiscal year;
- Examine the accounts of the treasurer at any other time as requested by this Association and report to this

Association there in, and may require the treasurer to turn over to it all monies, accounts, books, papers, vouchers, and records appertaining to his or her office;

- Recommend to this Association penalties to be charged to any organization, club or individual not meeting its, his or her financial obligations;
- Cooperate with the various committees on matters pertaining to the financial well-being of the Association;
- Report to the Association the initiation or termination of any new bank accounts;
- In consultation with the appropriate sports committee, recommend to this Association all dues and fees to be paid to this Association; and
- When feasible, have audited with professional assistance the accounts of this Association and make annual reports thereon to the board.

Coaches Advisory Committee

The typical coaches advisory committee will serve as a source of reference, opinion, and advice to the Association's board of directors, officers, executive director, and all committees about current or contemplated USATF policies and in all matters relating to coaches.

Diversity & Leadership Committee

The typical diversity and leadership committee will have the following duties and responsibilities:

- Serve as a source of reference, opinion, and advice to the Association's board of directors, officers, executive director, and all committees about current or contemplated USATF policies and all matters relating to diversity, equitable representation, and leadership development;
- Appoint, elect, or oversee the election or appointment of diversity representatives to USATF committees or subcommittees when authorized by the bylaws and regulations;
- Conduct meetings and workshops; and
- Identify and assist qualified individuals to develop the skills necessary to assume leadership positions.

Ethics Committee

The typical ethics committee will have the following duties and responsibilities:

- Review, recommend, and maintain an Association's code of ethics by developing and implementing policies and procedures to enforce the code, submit proposed amendments to the code to the legislative process for comment and to the board for approval, and review and comment upon codes of conduct developed by other USATF constituencies;
- Recommend and develop ethics and compliance training and education relating to conflicts of interest, disclosure responsibilities, and annual reporting requirements, and provide other training as to promote compliance with the code;
- Investigate complaints relating to conflicts of interest or other violations of the code;
- Issue advisory opinions regarding potential conflicts of interest with the code;
- Collect and review annual disclosure statements submitted by "responsible persons" (as defined in the code), and develop and recommend proposed changes to the annual disclosure statements;
- Submit an annual report to the board, report to the board on annual disclosure reporting compliance, and otherwise report to the board upon request.

Law & Legislation or Governance Committee

The typical Association's governance committee will have the following duties and responsibilities:

- Consider and present, in proper form, action for all proposed amendments to the Bylaws or Certificate of Incorporation of this Association and may make recommendations thereon;
- Have the authority to propose amendments to the Bylaws or Certificate of Incorporation; and
- Consider other matters of a legal nature.

Officials Committee

The typical of officials committee will have the following duties and responsibilities:

- Train, certify, and generally supervise officials within the Association, under such rules and procedures consistent with the directives of the National Officials Committee;
- Establish by examination, field experience, clinics, and such other procedures that they may choose an overall program administration, including the direct responsibility to certify the officiating category of "Association Official" to working officials within the Association;
- Develop and maintain instructional programs for officials, including examinations, clinics and other such activities as it may prescribe; and
- Designate pre-certified officials, certify Association officials, and recommend to the National Committee candidates for national and master official certification.

Organizational Services Committee

For issues involving individual and club membership and sanction administration, the typical organizational services or membership services committee shall have the following duties and responsibilities:

- Process all membership applications, request for club changes, and date of birth verifications using the USATF membership system;
- Process all applications for organization memberships according to the policies established by the Association;
- Process all sanction applications according to the policies established by USATF; and
- Hear and decide on any appeals or disputes concerning membership of individuals, clubs, or organizations.

Records Committee

While a formal records committee is in place at the national level, each sport committee at the Association level is responsible for keeping records of achievements in their respective events at the local level.