

## **EXECUTIVE SECRETARY – REGION 1 ASAA**

### Contract:

1. Duration: Not to exceed three consecutive years.
2. Salary: \$6,000 per year, travel, per diem and lodging at the local district rate.
3. Payment: As arranged
4. Award Date: At or as soon as possible after the spring meeting
5. Time Schedule: Starts on or before September 1 and continue until the June ASAA meeting.
6. Hours: To be announced by the Executive Secretary. Must include a telephone number and address. Must have time available at least twice a day when the Executive Secretary would be available to the membership.

### Duties:

1. Serve at the pleasure of the Region I - ASAA Board of Control.
2. Act as resource person for principals, athletic directors, etc.

### Responsibilities:

1. Announce and make arrangements for all scheduled meetings.
2. Assist in publicizing Region I events on media to include television, radio and newspaper.
3. Seek out transportation advantages for Region I Tournaments.
4. Overall manager of Region I tournaments, including:
  - a. Referee selection for each tournament (if needed)
  - b. Resource to tournament directors.
  - c. Selection of Reg I Representative at tournaments (if needed)
  - d. Receives and handles financial details of tournament.
  - e. Maintain communication with the State Office and Board of Control members regarding referees' clinic placements.
5. Keep the minutes of Region I - ASAA meetings and send minutes out in a timely manner.
6. Maintain financial records (Article III, Sections I through VI of the Bylaws).
7. Order and make arrangements for payment of all trophies and awards
8. Other duties as assigned.