

CONSTITUTION OF THE MICHIGAN INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION

ARTICLE I – NAME, SEAL AND LOGO

Section I – Name

The name of the association shall be Michigan Interscholastic Athletic Administrators Association.

Section II – Seal

The seal of the association shall be the outline of the State of Michigan bearing the initials MIAAA

Section III – Logo

The Board of Directors shall have the authority to approve an official MIAAA Logo different from the Official Seal. The Board of Directors shall determine the uses and functions of such Logo.

ARTICLE II – PURPOSE

Section I – Purpose

The purpose of the association shall be to:

- (a) encourage educational agencies to respect the concept that interscholastic athletics is an integral part of the total educational program;
- (b) advance the standard of teaching and leadership in the program of interscholastic athletics;
- (c) cooperate with the Michigan High School Athletic Association in structuring and implementing projects designed to advance the interscholastic programs to secondary schools;
- (d) cooperate with the National Interscholastic Athletic Administrators Association in structuring and implementing projects designed to advance the interscholastic programs to secondary schools;
- (e) improve the programs of interscholastic athletics in the area of membership representation;
- (f) advance professional leadership and competence by mutual problem solving; and
- (g) give support, leadership and service to state and national educational organizations.

Section II – Non-Profit Purpose

This association shall adhere to the provisions in Section 501(c)(3) of the Internal Revenue Code of 1986 with all powers conferred on nonprofit corporations under the laws of the State of Michigan.

ARTICLE III – MEMBERSHIP AND RULES

Section I – Active Membership

Active Membership in the association shall be granted upon payment of dues, to all persons in Michigan who have an officially appointed, direct administrative or supervisory responsibility for interscholastic athletics:

- (a) public and non-public schools;
- (b) league and conference executive directors or secretaries.

Section II – Assistant Membership

Assistant Membership in the association shall be granted upon payment of dues, to all persons in Michigan who are employed in a public or non-public school in the capacity of athletic department administrative assistant or secretary.

Section III – Associate Membership

Associate Membership in the association may be extended to former active members. Associate Membership shall be granted upon payment of dues, to persons interested in future employment as an athletic administrator.

Section IV – Affiliated Organization Membership

Affiliated Organizations may be granted membership in the association by majority vote of the Board of Directors. These organizations may be Profit or Not for Profit groups.

Section V – Honorary Membership

Honorary Membership in the association may be extended to persons deemed worthy of this distinction by the Board of Directors.

Section VI – Life Memberships for Athletic Directors

Life Membership may be granted by a majority vote of the Board of Directors according to the following guidelines:

Eligibility – To be eligible for life membership in MIAAA, a person shall:

- (a) have been a member of the Association for ten (10) years and have retired from athletic administration;
- (b) have been a member of the Association for ten (10) years who may have been relieved of duties for medical disability, or administrative order; or
- (c) have been an active member of another State Association transferring to our Association. That person may receive credit up to five (5) years of the (10) years requirement.

The Board of Directors may, by two-thirds (2/3) majority vote, grant life membership to any deserving former member.

Selection –

- (a) Invitation of life membership shall be extended to the retiring member.
- (b) The proposal for granting life membership shall be acted upon by the Board of Directors.

Life Members shall be:

- (a) exempt from paying annual dues;
- (b) exempt from paying registration fees for all MIAAA-sponsored conferences; and
- (c) given a life membership memento.

Should a life member return to athletic administration, he/she will regain active membership status with all applicable responsibilities and obligations.

Section VI – Life Memberships for Administrative Assistants

Life Membership may be granted by a majority vote of the Board of Directors according to the following guidelines:

Eligibility – To be eligible for life membership in MIAAA, a person shall:

- (a) have been a member of the Association for ten (10) years and have retired from the athletic administration assistant role;
- (b) have been a member of the Association for ten (10) years who may have been relieved of duties for medical disability, or administrative order; or
- (c) have been an active member of another State Association transferring to our Association. That person may receive credit up to five (5) years of the (10) years requirement.

NOTE through 2024 – 2025 School Year:

Through the 2024-25 school year, Administrative Assistants shall have ten (10) years total experience as an administrative assistant. Administrative Assistants must have an equal number of years of paid membership for which paid memberships has been available (since 2015-16 school year) and the balance of years as an active member in the MIAAA. Active membership is defined by attending either the MIAAA Annual Conference or MIAAA Camp-Mid Conference. Ex: An administrative assistant who retires after the 2016-17 school year would need ten years' active experience as an administrative assistant with two years of paid membership to the MIAAA.

The Board of Directors may, by two-thirds (2/3) majority vote, grant life membership to any deserving former member.

Selection –

- (a) Invitation of life membership shall be extended to the retiring member.
- (b) The proposal for granting life membership shall be acted upon by the Board of Directors.

Life Members shall be:

- (a) exempt from paying annual dues;
- (b) exempt from paying registration fees for all MIAAA-sponsored conferences; and
- (c) given a life membership *momento*.

Should a life member return to the role of athletic administration assistant, he/she will regain active membership status with all applicable responsibilities and obligations.

Section VIII – Code of Ethics

All people granted any type of MIAAA memberships will adhere to the MIAAA Code of Ethics. Failure to comply may result in the membership being denied or revoked.

Section IX– Membership Year

The membership year of the Association shall begin July 1 and end June 30.

Section X– Dues

The Board of Directors shall establish dues for active, associate, affiliated memberships. They are payable to the Executive Director at any time during the membership year. The dues must be paid prior to attendance at the Annual Conference.

Section XI – Voting

Only active members will be eligible to cast a vote and hold office.

ARTICLE IV – GOVERNMENT

Section I – Board of Directors

Administrative control and executive authority of the Association shall be vested in the Board of Directors which shall consist of the President, First Vice-President, Second Vice-President, Immediate Past-President, Recording Secretary, Executive Director, Assistant to Executive Director, Regional Representatives, and Ex-Officio members as may be provided in the by-laws.

Section II – Executive Board

The Executive Board shall consist of the President, First Vice-President, Second Vice-President, Immediate Past-President, Recording Secretary, Executive Director and Assistant to Executive Director.

Section III – Quorum

A quorum is required in order for business to be conducted. Two-thirds (2/3) of the voting members of the Board of Directors present shall constitute a quorum. Any action taken shall be based upon simple majority vote.

Voting members of the Board of Directors shall be those elected members and the Immediate Past-President. Only voting members may present and second motions before the Board of Directors. Ex-Officio members shall not vote and may not present and second motions.

Section IV – Rules of Order

Robert's Rules of Order shall govern all meetings of the Association.

ARTICLE V – AMENDMENTS AND BY-LAW CHANGES

Section I – Procedure for Constitutional Amendments

This Constitution may be amended by an affirmative majority vote of the Association members provided:

- (a) the Board of Directors has approved the proposed amendment;
- (b) the proposed amendment has been submitted to the members in writing, 30 days prior to the vote; and
- (c) the vote is taken either at the annual meeting or by alternate means.

Section II – Procedure for By-law Changes

By-laws of the Association may be adopted, amended, or repealed by a majority affirmative vote of the Board of Directors at a regular meeting where there is a quorum present; or by a majority affirmative vote of the membership at the annual meeting or by an alternate means.

BYLAWS OF THE MICHIGAN INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION

ARTICLE I – OFFICERS AND REGIONAL REPRESENTATIVES

Section I – President

The President shall preside at all meetings of the Association, Board of Directors and Executive Board. He/she is responsible for general supervision of all activities of the Association. The President shall appoint committees as herein provided.

The President or their appointee(s) shall represent the Association at meetings approved by the Board of Directors, of the state and national athletic organizations.

The President shall appoint, with consent of the Board of Directors, persons to fill any vacancies that may occur on the Board of Directors. Such appointments shall be for the remainder of the term.

Section II – First Vice-President

The First Vice-President shall automatically succeed to the office of President at the conclusion of the annual meeting. He/she shall act for the President in their absence and shall succeed the President for the remainder of the term in addition to the regular term of office for which the First Vice-President has been elected. The First Vice-President shall act as program chairperson for the Association's Summer Workshop.

Section III – Second Vice-President

The Second Vice-President shall automatically succeed to the office of First Vice-President at the annual meeting. The Second Vice-President shall act as assistant program chairperson for the Association's Summer Workshop.

Section IV – Past President

The Past-President shall attend Executive Board and Board of Directors meetings. The Past-President will serve in an advisory role to the President. He/she will chair the Nominating

Committee. At the Annual Conference, the Past-President will preside at the Past-President's luncheon and present the Past-President's plaque.

Section V – Executive Director

The Executive Director shall be appointed at the annual meeting by the President and the Board of Directors and may succeed him/herself in office if so selected.

The Executive Director shall be bonded to an amount determined annually by the Board of Directors. The Association shall pay the bond premium. (See Appendix A for a list of responsibilities.)

Section VI – Recording Secretary

The Recording Secretary shall keep an accurate record of the minutes of all meetings of the Association and the Board of Directors. The Recording Secretary shall complete the pertinent correspondence as directed by the President and/or the Board of Directors. The Recording Secretary shall distribute the minutes of the meetings to all concerned.

Section VII – Election of Officers

The immediate Past-President serves as the Nominating Committee chairperson. The chairperson selects two (2) additional past-presidents and two (2) active non-officer members to serve on the committee. Of the two (2) active members selected, one (1) will be from regions 1, 2, 3, 4, 5, 6 or 7 and one (1) from regions 8, 9, 10, 11, 12, 13 (the Metro Detroit private and non-public region) or 14 (the Junior High/Middle School region). This committee shall submit a list of nominees for the offices of Second Vice-President and Recording Secretary before the January/ February meeting of the Board of Directors. These nominees must be from the list of Regional Representatives, Committee Chairpersons or Co-Chairpersons and Recording Secretary.

Campaign statements from two candidates for Recording Secretary shall be posted together on a public platform accessible to the MIAAA membership at least 30 days preceding the general election. Electronic balloting shall open at 12 noon one week prior to the general business meeting at the Annual Conference, and shall remain open until 12 noon on the day of the same said general business meeting. Voting privileges shall be extended only to paid, active members of the MIAAA. Members may choose to opt out of electronic voting in favor of a hard copy ballot. Hard copy ballots may be obtained from the Executive Director or his/her designee at the registration desk at the annual conference at any time during posted registration hours. The Executive Director or his/her designee must receive hard copy ballots no later than 12 noon on the day of the general business meeting at the Annual Conference. Ballots received after that time shall be considered null and void.

Each of the officers is elected for a term of one year, and shall not succeed him/herself in office except as provided in Section IX of this article.

Section VIII – Regional Representatives and Alternate Representatives

Regional Representatives – Twelve (12) Regional Representatives, plus one additional Representative to represent the Metro Detroit private and non-public schools (Region 13) and one additional Representative to represent the Junior High/Middle Schools (Region 14), are to be elected for a two-year term. These Representatives may succeed themselves in office. Regions 1, 3, 5, 7, 9, 11, and 13 Representatives are to be elected in odd numbered years. Regions 2, 4, 6, 8, 10, 12, and 14 Representatives are to be elected in even numbered years. These elections are to take place at the Regional Caucus meeting. In the event that the annual conference is postponed, this vote may occur by alternate means with Executive Board approval.

In order to become a candidate for the position of Regional Representative an individual must have been an active member of MIAAA for at least one year prior to the election at the annual meeting. Individuals wishing to become a candidate for the position of Regional Representative must notify the President in writing by March 1. The elections will take place at the Regional Caucus meeting. In the event that the annual conference is postponed, this vote may occur by alternate means with Executive Board approval. The individual receiving the majority of the absentee votes and the votes cast at the Regional Caucus meeting shall be declared the winner. If no candidate receives the majority of the votes cast, then the two top vote recipients shall contest for the position in a runoff election. The individual then receiving the most votes will be declared the winner. Those active members in attendance at the Caucus meeting of the MIAAA Region selecting the representative and those who have submitted validated absentee ballots shall be considered as eligible to vote. Ballots with the names of the candidates for the office of Regional Representative will be provided at the Caucus meeting for election purposes.

Active members who have middle school as well as high school responsibilities will be allowed to vote in their geographic region as well as in region 14. Additionally, this means that middle school members will be allowed to vote in region 14 as well as in their geographic region. Members geographically located in an odd number region will be allowed to cast one vote each year...one vote in their geographic region and one vote in region 14. Members geographically located in an even number region will be allowed to cast two votes every other year...one vote in their geographic region and one vote in region 14.

The Regional Representatives shall be a liaison between the members in their region and the Board of Directors. They shall attend Board of Directors meetings providing ideas and suggestions. They shall hold at least two (2) meetings per year, in their region, designed to encourage and support the purposes outlined in the constitution. They shall act as membership chairpersons for their respective regions.

They shall assist the officers in conducting the affairs of the Association. They are responsible for the Regional Caucus meetings at the annual meeting.

Alternate Regional Representatives – If there are only two candidates for the position of Regional Representative, the person with the fewer votes shall be declared the Alternate Regional Representative. If more than two candidates, the newly elected Regional Representative shall hold an election of those candidates not voted as Regional Representative. The candidate with the most votes will be declared the Alternate Regional Representative.

Alternate Regional Representatives are to assist the Regional Representatives in conducting the affairs of the region and in recruitment of members. They may be in attendance at Board of Directors meetings but vote only in the absence of the Regional Representative.

Section IX – Relinquishing Position on Board of Directors

Officer(s) – If by virtue of a change of employment, an officer is no longer in the area of athletic administration, they are no longer eligible to hold office in the MIAAA. If a vacancy occurs in the position of President, the First Vice-President will fill that position. If a vacancy occurs in the position of First Vice-President, the Second Vice-President will fill that position. If a vacancy occurs in the position of Second Vice-President or Recording Secretary, the President, with approval from the Board of Directors, will appoint a Second Vice President or Recording Secretary from the Regional Representatives or Committee Chairs to complete the full term of office.

Regional Representative(s) – If a Regional Representative moves into a new athletic administrative position in the same MIAAA Region, they would continue as Regional Representative or alternate. If they become employed in a new school system in a different MIAAA Region, they no longer are eligible to continue in the position of Regional Representative or Alternate. If by virtue of a change of employment a representative no longer serves in a capacity of athletic administration, they are no longer eligible to hold the position of Regional Representative or Alternate. In the case of Regional Representative, the Alternate would fill the remainder of the term of office. In the case of Alternate, the President may appoint a region member to fill the remainder of the term or the position would remain unfilled until the next Regional Caucus meeting at which time a new Alternate would be elected.

Section X – Past-Presidents’ Council

The Past-Presidents’ Council shall consist of Past-Presidents with the immediate Past-President serving as chairperson of the Council. This Council shall serve the President and the Board of Directors in an advisory capacity.

ARTICLE II – AWARDS

To be eligible to be considered for an award, the Active member must:

- (a) meet award criteria regarding membership years; and
- (b) submit an application to the awards committee.

ARTICLE III – GOVERNMENT

Section I – Meetings

The Board of Directors shall meet bimonthly beginning in September. Additional meetings may be called at the President's discretion.

Section II – Duties

It shall be the duty of the Board of Directors to:

- (a) act on all matters pertaining to the activities of the Association;
- (b) approve or disapprove proposed amendments to this Constitution;
- (c) enact by-laws; and
- (d) grant Life or Honorary membership in this Association.

Section III – Committees

Standing Committees – The President may recommend to the Board of Directors that a committee become a standing committee. A committee becomes a standing committee subject to approval from the Board of Directors. The President shall name one of the committee members as chairperson.

President's Ad-hoc Committees – The President may appoint such ad-hoc committees, as he/she deem necessary to properly carry out the business and program of the Association. These ad-hoc committees shall terminate with the end of the President's term of office.

APPENDIX A

Responsibilities of the Executive Director

1. Collect and record all monies for the organization. This includes, but is not limited to:
 - (a) donations
 - (b) dues
 - (c) interest and dividends
 - (d) Annual Conference and Summer Workshop registration fees
 - (e) golf outing sponsorships
 - (f) vendor booth fees
 - (g) sales of shirts, hats, and other such items
 - (h) stuffing fees
 - (i) advertisement fees

- (j) 50/50 raffle money
- (k) miscellaneous money
- (l) corporate sponsorship fees

2. Keep accurate records. Be prepared for an audit.
3. Present a financial report at all meetings. The annual report shall be presented at the Summer Workshop.
4. Work closely with all committee Chairpersons and Regional Representatives to process all requests for payment of bills, subject to limits of the budget. If a request is made for more than \$50 over their budget, approval must be obtained from the Executive Board.
5. Work closely with the Executive Board. You will meet with the Executive Board prior to each scheduled meeting. It may be necessary to meet with an Executive Board member for special reasons.
6. Make lunch arrangements with a local restaurant for all meeting dates.
7. Work closely with the Annual Conference Committee. This includes planning meetings and may involve an overnight commitment.
8. Work closely with the Summer Workshop Committee Chairperson. Clarification as to how to purchase and where to purchase items may be necessary.
9. Upon the request of the President, attend various meetings or special projects that may require your presence. (Some examples are being the MIAAA Representative at the Five State Exchange or meeting with designers/printers for special projects.)
10. Attend and be an active participant at the NFHS/NIAAA Conference in December, the MIAAA Annual Conference in March and the MIAAA Summer Workshop in June
11. Manage all bank accounts and investments.
12. Actively promote corporate sponsorship at the gold, silver and bronze levels. This includes negotiating contacts.
13. Represent the MIAAA at the State Executive Directors meetings.
14. Receives an honorarium in an amount to be determined annually by the Board of Directors.

APPENDIX B

Responsibilities of the Assistant to the Executive Director

1. Work on MIAAA website – maintain, review, update pages as needed. Write news releases and send out email blasts as necessary for other committees and sponsors.
2. Work with Committee Chairs to add and maintain information from the committees for the website and communicate with membership through the website and email blasts.
3. Publish MIAAA Board of Director meeting minutes, posting committee appointments and Chair information after meetings.
4. Post all information needed for membership information – ie., Constitutional changes, Recording Secretary candidates, and Conference information as scheduled.
5. Liaison with Committee Chair to maintain an easy, secure process of voting for Recording Secretary through an electronic process.
6. Assisting the Executive Director as needed; ie., registration at Annual and Summer Conferences and at other times as requested.
7. Receives an honorarium in an amount to be determined annually by the Board of Directors.

APPENDIX C

Job Duties of the MIAAA President

General Information

The President is an automatic position after serving as 1st Vice President. The term of office is one year, from March to March. This position is a member of the MIAAA Executive Board.

Responsibilities of the President

- Attend the Executive Board meetings and Board of Directors meetings
- Preside over all MIAAA meetings
- Is the official representative of the MIAAA
- Set dates/times for the Executive Board meetings and Board of Directors meetings
 - September – avoid MASSP conference
 - November – avoid MHSAA Sportsmanship Summit and 1st day of (most) winter sports
 - January/February – avoid exams and winter break, WISL Conference (even years)
 - MHSAA committee meetings and Super Bowl Sunday
 - March – held in Traverse City at the annual conference
 - May – schedule after MHSAA Representative Council weekend
 - June – held in Mt. Pleasant at the summer workshop
- Make board meeting reservations with the MHSAA staff
- Update MIAAA Academic Award form (new signature) & send to Educational Athletics Chair
- Update MIAAA social media administrative privileges (including Facebook, Twitter & Gmail account created to manage these social networks)
- Plan and prepare all meeting agendas
- Oversee the operation of the MIAAA Executive Board, MIAAA Board of Directors and any of the committees
- Survey the MIAAA membership for interest on MIAAA committees and fill committee vacancies
- Appoint, with consent of the Board of Directors, persons to fill vacancies on the Board of Directors
- Communicate with the NIAAA liaison in order to update the NIAAA National Directory of State Athletic Directors Associations
- Review with the Executive Board the mass email guidelines (need approval from Executive Board members to send a mass email)
- Communicate with the MHSAA Executive Director

Formation of MIAAA Committees

- Determine if any changes in the committee chairmanship will be needed
- Determine if any changes or additions are necessary in committee members
- Publicize to the MIAAA membership the opportunity to become a member of a committee as part of their regular membership registration
- Verify rosters with Committee Chairs and publicize a list of the new committees

- Determine if you plan to form a presidential appointed committee. If so, determine its purpose and goals

Planning for the Summer Workshop

The summer workshop is the responsibility of the 1st Vice President with the help of the 2nd Vice President and the Recording Secretary. The role of the President is to help where needed and give a brief welcome at one of the early sessions.

Presidential Time Lines

MARCH

- Assume the office of President at the annual conference banquet
- Prepare the agenda for the Board of Directors meeting on Tuesday following the annual conference
- Determine next year's dates of all MIAAA meetings
- Reserve a meeting room at the MHSAA for each Board of Directors Meeting
- Begin to formulate the MIAAA committees for the next year
- Confirm with the Awards Committee chair that the MIAAA has a member nominated for the National Federation Citation
- Give the newly elected recording secretary the "duties" of each office

APRIL

- Finalize any committee vacancies
- Prepare to submit MHSAA sport committee assignments for the MIAAA
- Send letters of appreciation to immediate supervisors of Board of Director members and committee chairs
- Communicate with the MHSAA assistant director for AD's to assist on August AD In-service
- Attend the AD Upper Peninsula meeting or send an officer
- Make hotel reservations for the NIAAA Section IV meeting
- Call and congratulate new RAA, CAA, and CMAA recipients; send email to membership

MAY

- Prepare agenda for May Executive Board meeting
- Prepare agenda for the May Board of Directors meeting
- Preside over the Executive Board and Board of Directors meetings
- Notify all committee members of assignments and expectations for the upcoming year
- Follow up on the final plans for the summer workshop with the 1st Vice President
- Remind Regional Representatives to assist the MHSAA in Summer AD In-service meetings
- Remind and encourage Board of Directors to register and attend the Summer Workshop
- Register the President and 1st Vice President for the NIAAA Section 4 meeting

JUNE

- Send out email reminders of encouragement to attend Summer Workshop to all Board of Director members

- Attend NIAAA Section 4 meeting
- Prepare agenda for June Executive Board meeting
- Prepare agenda for the June Board of Directors meeting
- Preside over the Executive Board and Board of Directors meetings
- Follow up with any committee chairs regarding agenda items for Board of Directors meeting
- Assist as needed with the Summer Workshop
- Review the upcoming year's meeting dates

JULY

- Relax and spend time with family and friends

AUGUST

- Send mass email reminding membership to join the MIAAA
- Enjoy the last few days of summer
- Call and congratulate new RAA, CAA, and CMAA recipients; send email to membership

SEPTEMBER

- Prepare agenda for September Executive Board meeting
- Prepare agenda for the September Board of Directors meeting
- Preside over the Executive Board and Board of Directors meetings
- Determine delegates for the national conference; collect names, addresses and phone numbers of each
- Solicit a state door prize for the NIAAA/NFHS national conference (consult with our Executive Director)
- Determine the need for Michigan to have a hospitality event at the National Conference (job usually done by the Executive Director)
- Keep up-to-date with the MIAAA committees
- If necessary, donate money to the NIAAA Section IV candidate

OCTOBER

- Take a deep breath, your term as President is half over!
- Remind all Board of Directors that letters of application for the Regional Representative position are due by March 1st
- Verify that the Regional Representative application procedure is posted on the website
- Remind the Nominating Committee to have two candidates for the Recording Secretary position ready to announce at the November or January Board of Directors meeting
- Submit names of the Michigan delegates to the NIAAA for the delegate assembly at the national conference

NOVEMBER

- Prepare agenda for November Executive Board meeting
- Prepare agenda for the November Board of Directors meeting
- Preside over the Executive Board and Board of Directors meetings
- Make final arrangements for the national conference. Verify the following have been done:
 - secure state door prize
 - reserve hospitality room

- purchase state pins or stickers
- appoint four people to serve as delegates at the NIAAA assembly meeting
- Work with the Position Statement Committee on the following:
 - two or more names per region (ODD or EVEN) on the ballot for regional representatives
 - note the written application deadline for regional representatives is March 1st (hand out form for current reps and alternates to sign if they would like to run again)

DECEMBER

- Attend the NIAAA/NFHS national conference
- Represent the MIAAA at all NIAAA/NFHS conference functions
- Compile a list of candidates for regional representatives

JANUARY

- Prepare agenda for January/February Executive Board meeting
- Prepare agenda for the January/February Board of Directors meeting
- Preside over the Executive Board and Board of Directors meetings
- Confirm list of candidates for ODD or EVEN region representatives
- Discuss MIAAA position statements and round table discussion items for the annual conference – Remember, do not discuss the statement simply determine if it should be a statement
- Make final arrangements for the Annual Conference
- Purchase thank you item for the Executive Board members
- Ready applications to be sent to the NIAAA for national awards (deadlines vary from February 1st to April 1st) awards committee and scholarship committee
- Congratulate new RAA, CAA, and CMAA recipients; send email to membership

FEBRUARY

- Prepare for the Annual Conference
 - write speeches for the past-presidents luncheon, secretary's welcome, 1st time attendees session, corporate sponsor breakfast, spouses brunch, and the "state of the state" address
- Assist the 1st Vice President in preparing to take over as President
- Pass the MIAAA electronic archive of information to the incoming President

MARCH

- Prepare agenda for March Executive Board meeting
- Attend the Annual Conference
- Preside over the Executive Board and MIAAA Annual Business meetings
- Present the Michigan Exemplary Athletic Program Award at the annual business meeting
- Review executive board members duties with the Conference Committee Co-chair
- Assign Annual Conference duties to the Executive Board members
- Introduce the new MIAAA President at the banquet
- Sit back and enjoy the weekend. Your year is over!

APPENDIX D

Job Duties of the MIAAA 1st Vice President

General Information

The 1st Vice President is an automatic position after serving as 2nd Vice President. The term of office is one year from March to March. This position is a member of the MIAAA Executive Board.

Responsibilities of the 1st Vice President

- Attend the Executive Board and Board of Director meetings
- Acts as presider over MIAAA meetings in the absence of the President
- Assists in the operation of the Executive Board, Board of Directors and any of the committees
- Meet with the 2nd Vice President to discuss summer workshop sponsorships
- Plan for your duties as the President elect
- Oversee the strategic plan and make certain that committee is on target

Planning for the Presidency

Prior to the annual conference

- Prepare committee signup handouts for the registration packets
- Double check with all the committee chairpersons and verify their willingness to continue to serve
- Double check with all the non-voting year region representatives and alternates and verify their willingness to finish the second year of the two-year term.
- Prepare the agenda for the board of directors meeting
- Prepare the information sheet with the meeting dates for the following year

Formation of MIAAA Committees

- Determine if any changes in the committee chairmanship will be needed
- Determine if any changes or additions are necessary in committee members
- Publicize to the MIAAA membership the opportunity to become a member of a committee
- Committees should be in place in May for the next school year
- Determine if you plan to form a presidential appointed committee...if so, determine its purpose and goals

Planning for the Summer Workshop

The majority of this information should be started during your term as 2nd Vice President and even as Recording Secretary. This is the largest and most important task in your climb in the ladder to become President of the MIAAA. There is an electronic storage folder that contains the contents of the last five-seven years of summer workshops. Contact the officer ahead of you

in the ladder. You should organize your workshop in an electronic file and add it to the electronic storage folder for future vice presidents.

Selection of the dates and location

- This should start as early as being elected as Recording Secretary
- The summer workshop will take place at The Comfort Inn in Mt. Pleasant
- The summer workshop co-chair takes care of reserving the hotel/conference center
- The summer workshop co-chair will negotiate lodging rates with hotel manager
- Work with the Summer Workshop co-chair and the hotel staff to make the necessary arrangements...have a meeting with them two months prior to the workshop
- Work with the Executive Director on the workshop budget
- Notify NIAAA – dates of conference, agenda, LTC list
- Develop a Summer Workshop committee
- Confirm a golf outing chairperson
- Confirm a door prize drawing chairperson
- Develop a Summer Workshop program
- Determine the theme and goals of the workshop – approximately 1-2 years prior
- Determine the tasks to accomplish – approximately 1-2 years prior
- Determine the workshop registration gift – approximately 6-18 months prior
- Set a tentative agenda – approximately 1 year prior
- Select your speakers and facilitators for the sessions – as soon as possible
- Contact the MHSAA – approximately 6 months prior
- Contact the coaches association representatives – approximately 6 months prior
- Contact the committee chairs about a meeting time – approximately 6 months prior
- Contact vendors about meal sponsorship – approximately 6-9 months prior
- Plan a spouses orientation
- Publish a program schedule for the workshop
- Develop an evaluation tool to be distributed at the summer workshop
- Refer to the electronic files of the previous workshops
- Securing sponsors can help reduce the cost of the workshop

Working with the Executive Board, Regional Reps and Committees

- Offer input to the overall operation of the MIAAA
- Assist where you can in the operation of the MIAAA
- Offer input to regional representatives
- Help any committee chair with committee functions

APPENDIX E

Job Duties of the MIAAA 2nd Vice President

General Information

The 2nd Vice President is an elected position after serving as Recording Secretary. The term of office is one year, from March to March. This position is a member of the MIAAA Executive Board.

Responsibilities of the 2nd Vice President

- Attend Executive Board and Board of Director meetings
- Acts as presider over MIAAA meetings in the absence of the President and 1st Vice President
- Is responsible for assisting the 1st Vice President with the summer workshop
- Assists in the operation of the Executive Board, Board of Directors and any of the MIAAA committees
- Attend the NIAAA Section IV meeting with the 1st Vice President
- Begin to plan your program for the next summer workshop
- Meet with the 1st Vice President to discuss summer workshop sponsorships
- Serve as facilitator at the summer workshop

Working with the Executive Board Regional Reps and Committees

- Offer input to the overall operation of the MIAAA
- Assist where you can in the operation of the MIAAA
- Offer input to regional representatives
- Help any committee chair with committee functions

APPENDIX F

Job Duties of the MIAAA Recording Secretary

General Information

The Recording Secretary is an elected position. The term of office is one year, from March to March. This position is a member of the MIAAA Executive Board.

Responsibilities of the Recording Secretary

- Attend Executive Board and Board of Directors meetings
- Update the names and email addresses of Board of Director and Committee chairs
- Record the minutes of all MIAAA meetings
- Within five (5) days, email meeting minutes to all Board members
- Within ten (10) days, submit to the MIAAA web administrator the meeting minutes to be posted on the website
- Is responsible for assisting with the summer workshop
- Assists in the operation of the Executive Board, Board of Director and any of the committees
- Begin to plan your program for the summer workshop in two years
- Communicate with the executive board members regularly as you prepare for duties for your tenure on the board

Working with the Executive Board, Regional Reps and Committees

- Offer input to the overall operation of the MIAAA
- Assist where you can in the operation of the MIAAA
- Offer input to regional representatives
- Help any committee chair with committee functions

APPENDIX G

Job Duties of the MIAAA Past President

General Information

This is the last year of your responsibilities of the Executive Board. Do not relax yet! Your expertise is needed for years to come.

Responsibilities of the Past President

- Review and update the Executive Board list of duties
- Attend Executive Board and Board of Directors meetings
- Chairperson of the Nominating committee
- Presider at the Past Presidents luncheon at the annual conference
- Presenter of the Past Presidents plaque at the annual conference banquet
- Serve as an advisor to the President

Nominating Committee – Recording Secretary Candidates

- Members of this committee include: chair – immediate past president, members – two previous past presidents (committee will attempt to nominate two active members from different regions of the state)
- Selection of the two Recording Secretary candidates should be made by November and approved by the Board of Directors in January

APPENDIX H

Athletic Administrator Awards form ... see website www.miaaa.com

APPENDIX I

Administrative Assistant Awards form ... see website www.miaaa.com

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