



HILTON CADETS

Sportsmanship... Be a Cadet Fan!

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Chapter Representative- Job Description

Qualifications:

1. A minimum of three (3) years experience as an athletic administrator.
2. Proven leadership within the league, section or state organizations.
3. Member of NYSAAA and NIAAA.

Duties:

The chapter representative is ultimately responsible to make sure that the individual chapter functions properly and that chapter committee persons are fulfilling their duties and responsibilities. In order to keep this procedure, it should be clearly understood that state committee chairpersons copy each chapter representative on mailings that are sent to their committee members.

1. Act as the liaison between the state association, local chapter and chapter league representatives.
2. Attend chapter and state representative board meetings throughout the year.
3. Coordinate meeting facilities for state meetings if held within their chapter.
4. To share in the promotion and dissemination of information within their chapter including the state and national conferences.
5. Insure that names of qualified people from their chapter are submitted for national and state officers and committee nominations to the state president.
6. Insure that speakers, articles, etc. from chapter members are solicited for meetings and publications.
7. Insure that a door prize (suggested value of \$100) is available from your chapter for the state conference.
8. Send a list of possible program moderators and presenters to the conference chairperson by November 1st of each year.
9. Assist the president, executive director and executive committee in all areas of promotion and administration for the state conference.