

JOB DESCRIPTIONS

Chairperson

1. serve as chair of all committee meetings
2. Recommend calendar of meetings
3. Serve as Liaison between PIAA Board of Directors, District XI Committee and member schools
4. Recommend assignment of Committee Chairperson
5. Provide for leadership of District Committee, serve as chairperson for District XI meetings
6. Develop agenda for committee meetings
7. Serve as contact for eligibility cases and establishing hearing dates
8. Serve as chair of committee – hearing procedures

JOB DESCRIPTIONS

Vice Chair

1. Recommend agenda items to chairperson
2. Serve as committee chair in absence of chairperson
3. Assist in development of calendar of yearly meeting
4. Serve as liaison between advisory committees of PIAA and District XI committee
5. Serve as District meeting parliamentarian
6. Assume duties of facilitating representation of District committee members in the area of Parent Representatives and Superintendent
7. Distribute PIAA materials to District XI committee
8. Attend functions as District XI Representative

JOB DESCRIPTIONS

Treasurer

1. Maintain all Financial Records of District XI
2. Serve as District XI Representative in the realm of Independent Audit Liaison
3. Provide for check writing of authorized District XI expenses
4. Recommend Line Item Budget to District XI Committee
5. Provide for written Financial report of monthly activities at District XI meetings
6. Provide for ongoing entry of financial record management as required by PIAA Policy
7. Coordinate TV contract negotiations with District XI officers

JOB DESCRIPTIONS

Secretary

1. Record, develop, and maintain minutes for each District XI committee
2. Advertise, coordinate, and solicit nomination for Sportsmanship Award process
3. Maintain official record of all minutes
4. Distribute minutes and coordinate committee approval process
5. Communicate relevant issues to web manager for posting

JOB DESCRIPTIONS

Corresponding Secretary

Requirements:

1. Annual approval by District XI committee through recommendations of chairman and vote by the committee
2. Non-voting
3. Independent contractor
4. Experience and/or knowledge of PIAA Activities
5. Non-Policy making

Duties:

1. Attend District XI scheduled committee meetings at direction of chairman
2. Attend functions as assigned by District XI Chairperson
3. Develop and correspond on following issues:
 - a. Action taken by District XI committee
 - b. Notice of meeting
4. Develop annual District XI Handbook
5. Coordinate and provide for bidding and ordering, and manage distribution of medals and trophies. Serve as liaison between vendor and District XI committee
5. Provide for bidding practices relevant to trophies and medals. Solicit committee approval of bids by vote of District XI committee.

JOB DESCRIPTIONS

Web Coordinator

Requirements:

1. Annual appointment by District XI committee through recommendation of Chairman and vote by the committee
2. Non-voting
3. Independent contractor
4. Experience and/or knowledge of PIAA Activities
5. Non-Policy making

Duties:

1. Attend specific seeding meetings as assigned
2. Provide for development of competition brackets for tournaments on the District XI website
3. Post results to the competition brackets through tournament competition as reported by sports chairperson
4. Post District XI championship results to the “news page” of the website for all “open sport” formats (golf, track)
5. Post current District XI news items/releases on the homepage of the website
6. Post current team rankings and sport specific news items, as appropriate, on the sports “news page” of the website
7. Serve as liaison to the media for release of tournament information