



NYSAAA

New York State Athletic Administrators Association

EXECUTIVE DIRECTOR POSTING

EXECUTIVE DIRECTOR – The Executive Director shall administer the programs of the NYSAAA, Inc. as provided by the Constitution and Policies, Operations and Procedures Manual and according to the policies and procedures determined by the Executive Board.

Qualifications

- Membership in NYSAAA - three years (minimum).
- Administrative background and proven leadership qualities in school athletic administration
- NIAAA certified as a (CMAA) Certified Master of Athletic Administration (Preferred)

Salary

The Executive Board shall negotiate salary terms and conditions with advice of counsel

Lines of Authority

The Executive Director is responsible to the Executive Board

General Areas of Responsibility:

Executive Director

- Oversee conference planning
- Schedule yearly meetings
- Strategic planning conference
- Leader, representing the association with all professional affiliates (Represent the association to the NIAAA, NEDC, etc.)
- Oversee, evaluate, and recommend all executive staff (Associate Executive Director, Administrative Assistant, Conference Exhibitor Coordinator)
- Oversee membership and financial operations of the association
- Publications/website
- Historian and oversee P.O.P. Manual
- Oversee the administration of the Hall of Fame & Wall of Honor
- Serve as advisor & liaison to the Executive and Representative Boards
- Duties and responsibilities as assigned by the Executive Board

Please send letter of interest and resume to:

Greg Warren, NYSAAA President
130 South Putt Corners Road
New Paltz, NY 12561
(845)-256-4153
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Application deadline: November 17, 2023