



**OHIO HIGH SCHOOL ATHLETIC
ASSOCIATION**
POSITION OPENING: Central District Board Secretary

Application Deadline: May 13, 2022

ABOUT THE OHSAA

Formed in 1907, the Ohio High School Athletic Association is a not-for-profit association of public and private high schools and 7th-8th grade schools. The Association renders decisions on student eligibility, organizes state and regional tournaments, and manages the licensing of officials. The OHSAA's mission statement is "To serve our member schools and enrich interscholastic opportunities for students." Its motto of "Respect the Game" places an emphasis on good sportsmanship, ethics, and integrity when it comes to how schools, coaches, athletes, and parents conduct themselves when participating in the arena of high school athletics.

ABOUT THE POSITION

The District Athletic Board Secretary is employed by the Association to manage the administrative activities of the DAB including facilitating meetings, maintaining records, managing communications, assisting with tournaments, ensuring compliance with Association rules and regulations, and providing accurate and timely reports to the Chief Operating Officer. Operationally, the DAB secretary reports to the Chief Operating Officer but must work effectively with the DAB to which they are assigned.

ESSENTIAL RESPONSIBILITIES

- Facilitate meetings of the district athletic board
 - Prepare agenda for district board meetings in a timely manner
 - Prepare meeting minutes (send copies to Chief Operating Officer and other district boards) in a timely manner
 - Meeting arrangements (location, lodging, meals) and notice of meeting for district board members
 - Make arrangement for all district summer conference on a rotating basis established within the DAB handbook
- Records Retention
 - Maintain all non-financial records of the district athletic board and Association in accordance with the adopted records retention policy
 - Serve as the records custodian of all district athletic board non-financial records
 - Work with the Chief Operating Officer in adhering to the records retention schedule
- Assist in conducting sectional and district tournaments in all sports
 - Send out site agreements to all sectional and district tournament sites in conjunction with the tournament committee, if established. Secure signatures on all site agreements. Ensure use of standard site agreement template approved by the Chief Operating Officer.
 - Meet with sport tournament managers annually and attend meetings of the tournament committee, if established
 - Send site agreement copies and assignments (printed and electronic) to the Chief Operating Officer for publication within the prescribed calendar and timeframes

- Work collaboratively with other districts for combined sectional and district tournaments (logistics, locations, etc.)
- Provide information, numbers and locations to the trophy and awards representative, with copy to the Director of Sports Management for that sport, in sufficient time to allow shipment of trophies and awards to the district tournament locations
- Meet the schedule established by the Executive Director's office for reporting tournament site and locations for the designated tournaments. This schedule is published by the Executive Director's office annually.
- Coordinate the online ticketing process for sectional and district tournament events in coordination with the Executive Director's office and the OHSAA's online ticketing partner
- Coordinate the creation of tournaments in myOHSAA and report scores
- Serve as a communications facilitator for the district athletic board
 - Reply formally on behalf of the district boards to correspondence received and as directed
 - Facilitate all communications between and among district board members, member schools and other interested parties
 - Prepare yearly calendar of district board meetings, including tournament managers, etc.
 - Assist the scholarship committee in correspondence (candidate lists, selections, notifications, etc.)
 - Provide timely information regarding tournament site locations to the Executive Director to facilitate corporate sponsor participation and event management by adhering to the deadlines established by the Executive Director's Office
 - Assist the Executive Director's office in securing tournament participation reports and qualifiers for individual sports as directed
 - Coordinate with the Executive Director's office or other appropriate personnel the attendance, ticketing and/or lodging needs of District Board members at state tournament events
 - Oversee and supervise the placement of current and historical information on the DAB website using current brand requirements, standards and techniques
- Work with the treasurer to issue and collect tournament site agreements using the approved OHSAA agreement. Review all non-financial arrangements to make sure OHSAA guidelines are being followed and seek explanation from the host site for any item that seems unusual. Retain a copy of the agreement as signed by both the secretary and treasurer.
- Order necessary supplies
- Other duties as assigned

QUALIFICATIONS

- Prior event management experience
- Understanding of Robert's Rules of Order
- Experience preparing minutes
- High degree of comfort in interpreting data and generating data from third-party partners (ticketing platforms, etc.)
- Proficiency in conducting business transactions online
- Accuracy and attention to detail
- Ability to listen, collect information and process appropriately
- Ability to work independently
- Ability to communicate effectively in writing and verbally using proper grammar and solid comprehension of English language
- Ability to meet and exceed established deadlines and respond in timely manner to inquiries
- Ability to cooperate, collaborate and communicate with co-workers, supervisors, member schools, Board members, vendors, the public and others involved with our Association

- Maintain professionalism and a consistent and positive customer service image when interacting with members, vendors, business associates and co-workers
- Proficient in utilizing Microsoft technology including: Microsoft Word, Microsoft Excel, Microsoft Teams, Microsoft PowerPoint
- Understanding of and compliance with Association policies and procedures including safety procedures
- Reside in the state of Ohio full time
- Regular local travel and occasional statewide travel; Valid driver's license required
- Shall not be a district athletic board member

Note: Background check required

TIMELINE

- Complete application materials must be received via email by May 13, 2022, to be considered.

APPLICATION PROCESS

Submit the following materials as one (1) PDF file to kkiehl@ohsaa.org

- Letter of interest
- Resume
- One-page (1) (maximum) description of the top three (3) reasons you should be selected including examples of your successful performance in areas critical to this position.
- List of four (4) professional references with complete contact information No contact other than application materials described above will be accepted.

Candidates are encouraged to visit the OHSAA website (www.ohsaa.org) for more information.

OHSAA is an affirmative action/equal opportunity employer. OHSAA provides equal employment opportunity to all individuals regardless of their race, age, religion, sex (including sexual orientation and gender identity), ethnicity, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law