

WSDDCA OFFICERS

The officers of this Association shall be President, President-Elect, Past-President, Secretary, Treasurer, District Representatives, New Member Coordinator, and Executive Director.

No person shall be eligible to hold office in the Association unless he/she is an active member in good standing. The President can be an active or associate member. All other officers must be active members.

Officer Job Descriptions and Obligations

President

- Elected, unpaid position
- Three year commitment (President-Elect, President, and Past-President)
- Serves as a liaison with WIAA staff and would attend any meetings deemed necessary for this purpose
- Serves as a member of the WSDDCA Executive Board
- Plans and presides over all meetings (general membership and Executive Board)
- Plans and coordinates annual Fall Conference and Spring Meeting with Executive Director
- Prepares newsletters to be emailed periodically to association members
- Assists with WIAA State Championship plans
- Assists with closing awards ceremony at State Championship
- Recruit members to run for position following end of term.
- Periodically review online banking transactions and bank balance. If questions arise, contact Executive Director and Secretary/Treasurer to resolve.

President-Elect

- Elected, unpaid position
- Three year commitment (President-Elect, President, and Past-President)
- Serves as a member of the WSDDCA Executive Board
- Serves in capacity of President when President is not present
- Assists in planning annual Fall Conference and Spring Meeting
- Assists with WIAA State Championship plans
- Assists with closing awards ceremony at State Championship
- Recruit members to run for position following end of term.

Past-President

- Unpaid position
- Three year commitment (President-Elect, President, and Past-President)
- Serves as a member of the WSDDCA Executive Board
- Advises current President
- Assists in planning annual Fall Conference and Spring Meeting
- Assists with WIAA State Championship plans
- Assists with closing awards ceremony at State Championship

Secretary/Treasurer

- Elected, unpaid position
- Two year term
- Cannot serve consecutive terms
- Serves as member of WSDDCA Executive Board
- Prepares written minutes of all meetings and forwards minutes to Executive Director within one week to email to members and post on website

- Assists in planning annual Fall Conference and Spring Meeting
- Assists with WIAA State Championship plans
- Assists with closing awards ceremony at State Championship
- Recruit members to run for position following end of term.
- Regularly review statements, transaction register, bank balance and accounting information provided by Executive Director.

District Representative

- Elected, unpaid position
- Two year term
- May not serve consecutive terms
- Districts 1, 3, 5/6 will elect Representatives in odd numbered years; Districts 2, 4, 7/8/9 will elect Representatives in even numbered years.
- Elected by members of district. If no one runs for the position, a Representative may be appointed by the President.
- Attends all Executive Board meetings (or arranges for an alternate from district if unable to attend)
- Disseminates information to coaches in district via email and/or phone calls
- Collects current contact information for coaches in district and forwards to Executive Director
- Plans, schedules, and hosts a minimum of two district meetings during the year to get ideas, answer questions, and keep coaches informed. One of these meetings may be following the State Championships.
- Organizes additional meetings deemed necessary by President
- Recruit members to run for position following end of term.

New Member Coordinator

- Volunteer, unpaid position
- One year term
- Selected by President
- Non-voting member of Executive Board
- Attends all Executive Board Meetings
- Obtains names of new members from Executive Director
- Contacts new members to disseminate current information (including information about conferences, WIAA regulations, NFHS regulations, WSSJA information, etc.)
- Explains rules and regulations
- Sets up mentors for new coaches
- Accessible for questions from new members during the course of the year

Executive Director

- Paid position (salary determined on a yearly basis by Executive Board based on experience and duties)
- Selected by Executive Board
- Takes direction from Executive Board regarding duties
- Creates dues form and collects dues
- Collects and updates contact information for all coaches
- Updates website regularly
- Arranges for clock hours with WIAA for Fall Conference and Spring Meeting
- Acts as a liaison and facilitates communication between WSDDC Executive Board, WSDDC members, WIAA, WSSJA, and Washington Officials Association (WOA).
- Sends periodic email newsletters written by President
- Sends email reminders to coaches (state registration dates, safety/tech reminders, etc.)
- Sends a Spring Meeting reminder postcard via U.S. Mail to all schools in early March
- Sends membership and Fall Conference information to all schools in late August

- Organizes Fall Conference and Spring Meeting with President (including agendas, proposals, presenters, vendors, facility, and meals)
- Distributes and collects scholarship applications and establishes a committee to review applications and select winners
- Organizes all awards given by WSDDC (solicits nominations, collects votes, obtains awards)
- Attends all WSDDC meetings and participates in all WSDDC business
- Attends WSSJA fall and spring meetings (or appoints a designee from the Executive Board to attend)
- Receives and deposits association dues, conference fees, and other funds
- Prepares written statements of accounts which meet state requirements
- Prepares Treasurer's reports for Fall Conference and Spring Meeting
- Balances accounts
- Disperses WSDDC scholarship award checks to scholarship recipients
- Maintains non-profit status for organization
- Provide copies of bank statements, transaction register and accounting information to Secretary/Treasurer for review biannually (January and July).
- Provide President with online access to banking activity and educate President on the process of login and review if necessary.