

**JOB DESCRIPTION
EXECUTIVE DIRECTOR
SOA(TASO)**

MANAGEMENT

Manage the work function and personnel of the TASO Office, including the authority to employ and to dismiss such personnel. The Executive director shall maintain complete Personnel records on each employee, which includes Employment Contracts and Job descriptions. Performance reviews shall be conducted annually for each employee and merited salary adjustments be made accordingly based on job performance.

The Executive Director shall be hired by and answer to the TASO Board of Directors.

ACCOUNTING, RECORD KEEPING

Opening and maintaining bank accounts for the corporation in a bank or banks selected by the board of directors – depositing therein all of the funds of the corporation and establishing an annual budget for the corporation. Supervise the financial affairs, including income and expenses of the corporation and each division. The Executive Director shall have the authority to expend monies (subject to a maximum of \$2,000 any one item and subject to the budget established) to purchase equipment and other items deemed necessary for the operation of the corporation and each division. In addition keep accurate and current books on all accounts concerning the corporation and each divisions' financial affairs and have same available at all times for review by the board of directors and available for annual audit by accountants as the board of directors shall designate.

Supervise the collection of State dues for all members of each division and maintain the officiating records of all officials in each division.

INTERACTION

The Executive director shall attend all (TASO - Basketball, Baseball, Football, Softball, Soccer, and Volleyball) division board meetings and other divisions that may be established here after, and to assist in or carry out the planning of such meetings. In addition the executive director shall be responsible for keeping and maintaining the minutes and records of all meetings.

Supervise, plan and provide instruction and education clinics for members at the request of any division for the purpose of recruiting, maintaining and improving the quality of officiating in interscholastic athletics.

Develop and maintain a library of training aids for all divisions and assist in preparing rules and mechanics tests as needed for members in all divisions.

Act as a liaison to the University Interscholastic League, attend and make presentations on behalf of all divisions.

Act as a liaison to the Texas High School Coaches Association, Legislative Council, and any other coaches or officials organizations.

Provide representation at division chapter meetings as requested by any chapter.

Provide "hotline" rules interpretation services, if requested by any division, for officials and coaches.

Handle any other items deemed necessary by the TASO Board of Directors.

Prepared January 19, 2005