



CENTRAL CONNECTICUT BOARD #6 of Approved Basketball Officials



One Rule + One Mechanic + One Interpretation = the Board #6 Way

"Making A Difference In The Game"

Secretary-Treasurer Job Description

The Secretary-Treasurer (here-to-after "S/T") is an elected position of the International Association of Approved Basketball Officials (IAABO) Central Connecticut Chapter Board #6 (here-to-after "Bd. #6"). The S/T is elected annually by a majority vote of the Bd. #6 Membership at the Annual Meeting. The S/T is a member of the Executive Committee (here-to-after "EC"), the IAABO State Board and is the Bd. #6 direct liaison to the IAABO office.

Eligible Candidates/ Selection Process – Any Bd. #6 member in good standing as determined by the incumbent Bd. #6 S/T. The S/T cannot be the Bd. #6 Rules Interpreter, Bd. #6 Commissioner/Assistant Commissioner nor be an appointed chairperson to any of the Bd. #6 Standing or Ad-hoc committees. Such candidate for the S/T must withdraw from such elected or appointed position if elected. The S/T can be assigned to work Bd. #6 games. The EC will notify membership to send a letter of interest/qualifications to be considered for the S/T position.

In situations requiring an Interim S/T, the EC will determine an emergency selection process with a goal to appoint an Interim S/T no later than two weeks after the vacancy is identified.

Stipend/Expenses – The stipend, expenses and payment provisions will be negotiated annually with EC. The S/T is expected to attend the Fall and Spring IAABO meetings and will be reimbursed separately for reasonable expenses incurred.

Minimum Qualifications – competent in the use of the computer; ability to communicate effectively with others; ability in written and verbal skills: ability to be available and respond via e-mail, cell/home phone or other communication methods to all Bd. #6 members, school personnel, other Connecticut IAABO and IAABO personnel, personnel for private and public school affiliations serviced by Bd. #6.

Duties – The S/T will use his/her best judgment and skills to perform all duties as delineated in the IAABO Secretaries Handbook as issued and amended by IAABO and as delineated in the IAABO State Board #5 and Board 6 Constitutions.



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Secretary:

- Develop and maintain an electronic filing system on all Bd. #6 official information such as but not limited to: Bd. #6 Constitution (current and former versions); member demographic data; member rosters for respective national and state organizations; member anniversary dates; member ratings/rankings; policies & procedures not found in the Constitution, Standing Committee reports; meeting minutes; new applicant test information; relevant agreements entered between Bd. #6 and other entities.
- Insure that relevant IAABO rules, regulations and policies as set forth by respective international, state and local entities are followed.
- Maintain Bd. 6 web site with consultative staff.
- Record/report/respond to all correspondence received to the EC and membership.
- Work with President and EC to establish an annual meeting calendar/site locations.
- Work with President and all Bd. #6 Standing Committees to determine relevant tasks, dissemination, collection and retention of pertinent information.
- Record attendance and proceedings of all Bd. 6 and EC meetings.
- Maintain all relevant information as it pertains to the Bd. #6 incorporation, annual filings with the Secretary of State, etc.
- Attend the Fall & Spring IAABO national conferences and all IAABO State Board meetings.
- Provide assistance in the transition of duties due to resignation, retirement or loss of annual election.
- Coordinate various recognition activities for members and/or special friends of Bd. 6.
- Serve as Bd. 6 liaison to various affiliations as deemed appropriate by EC.



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Treasurer:

- Maintain a current and accurate accounting of actual expenses vs. detailed budgetary accounts within the appropriate fiscal year.
- Evaluate the cash-flow status to assist in the budget preparation process, and to ensure that funds are available in a timely manner to cover expenses.
- Execute appropriate payments against the approved budget document to insure that the expense has been approved for payment, including payments for dues/fees directed by the IAABO central office, State IAABO, and the CIAC Officials Association.
- Maintain receipts and invoices for services rendered and products purchased. If no invoice/receipt is presented, notify and secure approval by the EC and then record/document with sufficient detail for the Financial Committee.
- Maintain bank statements, cancelled checks, and other pertinent financial transaction information.
- Work with the Financial Committee to develop the annual budget, issue W-1099s and other pertinent IRS/state documents required by the Bd. 6 tax filing status.
- Develop and present a financial end of the year report.
- Collect all dues, fines, fees and assessments from the Bd. #6 membership and maintain a detailed log by name, amount and source.
- Provide assistance in the transition of duties due to resignation, retirement or loss of annual election.
- Work with EC, President and all Bd. #6 Standing Committees to support requests and complete payment for budgeted items determined by respective Standing Committee.