

USATF Mid-Atlantic Officers Job Descriptions_080926_RJ

1. Bylaws – Establish legal and organizational framework for the Mid-Atlantic Association.
2. Job Descriptions – Outline authority and responsibilities for Officers
3. Officers Roles and Responsibilities Guide (Playbook/On-boarding manual) – Details how the responsibilities are executed (how the work gets done) TBD

Next step (new administration) -

- Review, consolidate, and update all committees listed in the current Mid-Atlantic bylaws, including Sports Committees
- Update Committee job descriptions and create a playbook for **Officers** and **Sports Committees**

USATF Mid-Atlantic Association

Board of Directors and Officer Job Descriptions

MID-ATLANTIC BOARD OF DIRECTORS

Authority

The Board of Directors is the governing body of the Association as established by the Bylaws. Directors are elected by the membership to exercise fiduciary oversight, establish policy, and ensure the Association fulfills its mission and complies with the Bylaws, USATF Operating Regulations, and applicable federal and state laws.

Responsibilities

The Board shall:

Governance

- Perform all duties prescribed by the Association Bylaws and USATF governing documents.
- Establish the Association's strategic direction, goals, and annual priorities.
- Adopt, amend, and enforce Association policies, operating procedures, and governance practices.
- Amend the Association Bylaws in accordance with the voting requirements established therein.
- Ensure the Association maintains compliance with USATF accreditation standards.

Financial Oversight

- Approve the Association's annual operating budget.
- Review quarterly financial statements and monitor the Association's financial condition.
- Authorize contracts, expenditures, investments, and financial commitments as required by Board policy.
- Ensure appropriate internal financial controls are maintained.

Organizational Oversight

- Appoint, supervise, and evaluate an Executive Director, Managing Director, or administrative services contractor when authorized.
- Establish standing and ad hoc committees and approve committee charters.
- Review committee recommendations and take action as necessary.
- Fill officer or committee vacancies as authorized by the Bylaws.

Representation

- Establish the process for electing delegates to the USATF Annual Meeting.
- Support initiatives that promote athletics throughout the Mid-Atlantic Association.
- Represent the interests of the Association and its membership.

Annual Responsibilities

- Adopt the annual operating budget.
- Review organizational goals and strategic initiatives.
- Conduct annual evaluations of Association programs and finances.
- Review accreditation requirements and organizational compliance.
- Conduct officer elections and appoint committee chairs as required by the Bylaws.
- Maintain current USATF SafeSport training and required background screening clearance throughout their term of office.

General Responsibilities of MID-ATLANTIC ASSOCIATION OFFICERS

All elected Association Officers shall:

Association Promotion and Communications

- Actively promote USATF Mid-Atlantic programs, events, membership opportunities, and initiatives.

- Regularly contribute content and updates through Association social media channels.
- Support maintaining current and accurate information on the USATF Mid-Atlantic website, including events, programs, leadership information, and Association announcements.
- Represent the Association professionally when communicating with members, clubs, athletes, officials, volunteers, USATF representatives, and external partners.

SafeSport and Compliance Requirements

- Maintain current USATF SafeSport training and required background screening clearance throughout their term of office.
- Ensure their actions and communications support USATF policies, including athlete safety, ethical conduct, and organizational compliance.

Association Technology and Communication Systems

- Maintain and regularly monitor the USATF-mandated Association legacy email account assigned to their position.
- Use the official Association email account for Association business to ensure continuity, transparency, and proper record retention.

Transition Responsibilities

At the conclusion of their term, each Officer shall complete an orderly transfer of all Association records, correspondence, electronic files, passwords, system access credentials, and other Association property under their control to their successor or designated Association representative.

PRESIDENT

Authority

The President is the chief elected officer of the Association and serves as Chair of the Board of Directors. The President provides leadership for the Association, supervises its affairs, and ensures that policies adopted by the Board are implemented. The President shall serve a two-year term.

Responsibilities:

Leadership

- Provide strategic leadership for the Association.

- Supervise the general affairs and operations of the Association.
- Ensure the Association fulfills its mission and complies with its Bylaws.
- Coordinate the activities of officers, committee chairs, and volunteers.
- Establish annual priorities and monitor progress toward organizational goals.

Governance

- Preside over all meetings of the Association, Board of Directors, and Executive Committee.
- Prepare meeting agendas in collaboration with the Secretary.
- Appoint committee chairs and members as authorized by the Bylaws.
- Serve as an ex-officio member of all committees unless otherwise prohibited by the Bylaws.
- Ensure Board actions are implemented.

Financial Oversight

- Review and approve payment vouchers and expenditures in accordance with Board policy.
- Review and approve venue agreements, facility contracts, and other contractual obligations.
- Work with the Treasurer during development of the annual operating budget.
- Monitor the Association's financial health.

Accreditation and Compliance

- Ensure the Association satisfies all USATF accreditation requirements.
- Coordinate annual accreditation submissions with the Treasurer and Secretary.
- Ensure compliance with SafeSport, nonprofit governance, and applicable USATF policies.

Communications

- Serve as the primary spokesperson for the Association.
- Represent the Association before USATF, Region 2, partner organizations, sponsors, and governmental agencies.
- Communicate regularly with the membership through email, the Association website, newsletters, and social media.
- Promote Association programs, championships, and initiatives.

Annual Responsibilities

- Establish annual goals for the Association.
- Coordinate officer and committee appointments.
- Oversee preparation of accreditation materials.
- Represent the Association at the USATF Annual Meeting.

- Present an annual report to the membership.

Transition Responsibilities

At the conclusion of the term of office, the President shall transfer all Association records, contracts, electronic files, passwords, correspondence, and other Association property under the President's control to the successor President.

VICE PRESIDENT

Authority

The Vice President is an elected officer of the Association and shall serve a two-year term. The Vice President supports the President in the leadership and administration of the Association. The Vice President shall perform duties assigned by the Bylaws and the President and shall act for the President in the President's absence, consistent with the Bylaws, Board policies, and actions of the Board of Directors.

Responsibilities:

Leadership and Presidential Support

- Assist the President in providing leadership and implementing Board policies, decisions, and annual priorities.
- Support coordination among officers, committee chairs, volunteers, and Association programs.
- Lead or oversee Association initiatives, committees, programs, or events as assigned by the President.
- Participate actively in Board of Directors and Executive Committee activities.

Acting President

- Act for the President when the President is absent or unable to perform the duties of the office.
- Preside over meetings and provide operational leadership when acting for the President.
- Ensure continuity of Association operations during the President's absence.
- Report significant actions or issues arising while serving as Acting President to the President and/or Board.

Governance and Representation

- Support implementation of Board decisions and Association policies.

- Assist with strategic planning, organizational priorities, and leadership succession.
- Represent the Association at USATF, Region 2, and other athletics-related activities when designated.
- Promote USATF Mid-Atlantic programs, events, membership, and initiatives.

Communications and Compliance

- Regularly contribute to Association social media and support maintaining current information on the Association website.
- Maintain and regularly monitor the USATF-mandated Association legacy email account.
- Maintain current USATF SafeSport training and required background screening clearance throughout the term of office.
- Use official Association communication and technology systems for Association business.

Annual Responsibilities

- Assist the President with annual goals, priorities, and organizational initiatives.
- Participate in the Association Annual Meeting and other major Association activities as assigned.
- Complete other responsibilities assigned by the President or Board of Directors.

Transition Responsibilities

At the conclusion of the term, the Vice President shall transfer all Association records, correspondence, electronic files, passwords, system access credentials, and other Association property under the Vice President's control to the successor Vice President or designated Association representative.

SECRETARY

Authority

The Secretary serves as the chief administrative officer for the Association and shall serve a two-year term. The Secretary is responsible for maintaining official corporate records, documenting Association actions, coordinating meetings, and managing official communications.

Responsibilities

Corporate Records

- Maintain the official records of the Association.
- Maintain the Association's corporate documents, Bylaws, policies, meeting minutes, historical records, and official correspondence.
- Maintain current contact information for officers, committee chairs, clubs, and delegates.

Meeting Administration

- Schedule meetings of the Board of Directors, Executive Committee, and membership.
- Provide required notice of meetings in accordance with the Bylaws.
- Coordinate meeting locations or virtual meeting platforms.
- Prepare meeting agendas with the President.
- Solicit committee reports and officer reports for inclusion in meeting materials.
- Prepare meeting packets, presentations, attendance records, and sign-in sheets.
- Record meeting proceedings and prepare official meeting minutes.
- Distribute draft minutes for review and approved minutes to the Board and membership.
- Coordinate posting of approved minutes on the Association website.

Communications

- Publish meeting notices through the website, email, and social media.
- Respond to general Association inquiries or direct inquiries to the appropriate officer or committee.
- Maintain official Association correspondence and records.

Annual Meeting Administration

- Coordinate the Association's Annual Meeting.
- Prepare delegate eligibility lists.
- Certify elected delegates to the USATF Annual Meeting.
- Coordinate delegate confirmations, committee assignments, travel information, and approved travel budgets.
- Maintain records of delegate attendance and communications.
- Assist first-time delegates with Annual Meeting information and orientation.

Administrative Support

- Maintain the Association calendar.
- Coordinate travel arrangements when authorized.
- Assist officers with preparation of official documents.
- Maintain electronic document storage and administrative files.
- Establish administrative procedures that improve organizational efficiency.

Annual Responsibilities

- Publish the annual meeting schedule.
- Coordinate Annual Meeting elections and delegate certification.
- Maintain the Association's official records archive.
- Update officer, committee, and club contact lists.
- Assist with preparation of annual accreditation documentation.

Transition Responsibilities

At the conclusion of the term of office, the Secretary shall transfer all meeting minutes, agendas, correspondence, historical records, electronic files, passwords, website administrative access, document repositories, and other Association records to the successor Secretary.

TREASURER (Chief Financial Officer)

Authority

The Treasurer serves as the Chief Financial Officer (CFO) of the Association and is responsible for the oversight, administration, and integrity of the Association's financial affairs. The Treasurer shall serve a two-year term.

The Treasurer has authority to manage Association financial operations consistent with the Association Bylaws, Board-approved policies, approved budgets, and actions of the Board of Directors. The Treasurer shall maintain custody and oversight of Association funds, financial records, banking relationships, investments, financial systems, and required financial reporting.

The Treasurer is accountable to the Board of Directors and shall provide timely, accurate, and transparent financial information to support informed decision-making.

Responsibilities:

Financial Management and Accounting

- Maintain custody and oversight of all Association funds, bank accounts, investment accounts, securities, and other financial assets.
- Receive and account for all Association revenues and ensure funds are deposited into Board-approved financial institutions.
- Maintain complete and accurate accounting records reflecting the Association's financial position.
- Maintain the Association's chart of accounts and accounting structure.
- Ensure monthly reconciliation of all bank, investment, and financial accounts either directly or through an approved bookkeeping service.

- Maintain organized financial records in accordance with applicable record retention requirements.

Accounts Payable and Disbursements

- Review all payment requests to ensure appropriate documentation, authorization, and compliance with approved budgets or Board action.
- Process payments through Board-approved methods, including check, ACH, wire transfer, credit card, or electronic payment platforms.
- Maintain payment records, invoices, receipts, vouchers, and supporting documentation for all expenditures.
- Coordinate payments to officials, contractors, vendors, grant recipients, and authorized individuals.
- Ensure financial controls are maintained over Association disbursements.

Budgeting, Financial Reporting, and Planning

- Oversee the preparation of the Association's annual operating budget for Board approval.
- Maintain the final annual budget.
- Monitor actual revenues and expenses compared to the approved budget and identify significant variances.
- Provide quarterly financial reports to the Board of Directors.
- Present the annual financial report at the Association Annual Meeting.
- Provide financial information requested by the President, Executive Committee, Board of Directors, auditors, or authorized representatives.
- Support long-term financial planning and recommendations regarding the Association's financial position.

Tax, Regulatory, and Corporate Compliance

- Coordinate preparation and filing of required federal, state, and local tax filings, including IRS Form 990.
- Maintain documentation supporting the Association's IRS 501(c)(3) tax-exempt status.
- Maintain required corporate filings with the Commonwealth of Pennsylvania.
- Coordinate annual audits, financial reviews, or agreed-upon procedures as directed by the Board.
- Ensure financial records and reports meet applicable legal, regulatory, and USATF requirements.

USATF Accreditation and Association Documentation

The Treasurer shall maintain financial documentation required for USATF Association Accreditation, including:

- Proof of active corporate status with the Commonwealth of Pennsylvania.
- IRS determination documentation.
- Financial reports demonstrating fiscal responsibility and solvency.
- Other financial records required by USATF.

Banking, Vendors, and Financial Systems Administration

The Treasurer shall serve as the primary financial liaison and maintain oversight of all Association financial relationships and systems, including:

- Banking institutions and investment service providers.
- Bookkeeping, accounting, tax preparation, and payroll providers.
- Payment processing and merchant service vendors.
- Bank and investment accounts.
- Online banking platforms and accounting software.
- Payment platforms and financial transaction systems.
- IRS and Pennsylvania filing accounts.
- Secure financial document storage systems.
- Website vendor and web hosting platform

Technology and Financial Tools

The Treasurer shall maintain proficiency with technology required to perform the duties of the office, including:

- Microsoft 365 applications, including Excel for budgeting, reporting, and financial analysis.
- Adobe Acrobat or equivalent PDF management software for financial documentation, contracts, tax filings, and record retention.
- Secure electronic storage and organization of financial records.

Required Knowledge and Systems

- USATF Sport80
- TD Bank or Association-approved banking platforms.
- Payment processing platforms.
- Accounting software.
- Investment account management.
- IRS e-Services.
- Pennsylvania Department of State corporate filings.
- USATF financial reporting systems.
- USATF accreditation requirements.
- Stripe or other merchant processing platforms.
- Microsoft 365 applications.
- Adobe Acrobat or equivalent document management software.

Annual Responsibilities

- Preparation of the proposed annual operating budget.
- Year-end financial close.
- Preparation of records required for tax filings.
- Coordination of annual audits or financial reviews.
- Preparation of the Treasurer's Annual Report.
- **Transition Responsibilities** Compilation of financial documentation required for USATF accreditation.

Transition Responsibilities

At the conclusion of the Treasurer's term, the Treasurer shall complete an orderly transfer of financial authority to the successor Treasurer within thirty (30) days.

The transfer shall include:

- Financial records and accounting files.
- Bank and investment account information.
- Online banking and financial system access.
- Tax records and filings.
- Vendor and service provider information.
- Contracts and agreements.
- Historical financial reports.
- Payment platform information.
- Secure transfer of passwords and administrative credentials.
- Any other Association financial property or records.

The outgoing Treasurer shall assist the incoming Treasurer to ensure continuity of financial operations.