

ST&FOA Executive Board Duties and Responsibilities

The Executive Board shall consist of:

- Officers President, 1st Vice President, 2nd Vice President, Secretary and Treasurer or, Secretary/Treasurer, Past President.
- Six elected at-large Board members from the Association Chapter. These members shall be elected by the membership for 2 year terms (staggered) with three members being elected each year. The Secretary and Treasurer or Secretary/Treasurer shall be elected in the same year.
- Five elected delegates to the NJSIAA TRACK & FIELD EXECUTIVE BOARD will be elected for 3 year terms (staggered 2 – 2 – 1).

As per the By-laws:

The President:

- shall be empowered to call meetings of the Executive Board and to preside over them.
- shall be empowered to appoint a member in good standing to the Executive Board or any standing committee in order to fill any vacancy that may arise within the elected year, (April – to March).
- shall be empowered to establish a committee and its chairperson if necessary. The President is assumed to be a de-facto member of all established committees.
- The President, in conjunction with the Executive Board, shall work together in developing agendas for the General Membership meetings.

The First Vice-President:

- shall preside over any meeting in the absence of the President.
- shall assume the office of President automatically upon the expiration of the President's term.

The Second (2 nd) Vice President:

- shall preside over any meeting in the absence of both the President and First (1st) Vice President.
- shall assume the office of First(1st) Vice President automatically upon the expiration of the President's term
- A new Second (2nd) Vice President shall be elected upon the vacancy of the position.

- It is implied that the Second (2nd) Vice President will commit to a minimum of 8 years tenure upon their election.
- will be the Chairperson of the Awards and Nominating Committees.

The First (1st) and Second (2 nd) Vice Presidents shall have other duties as assigned by the President.

The Secretary

- shall be responsible for processing all correspondence pertaining to the Association as requested by the membership.
- shall create and maintain a roster of members in good standing based upon meeting attendance.
- shall record minutes at all meetings and distribute these minutes in a format accessible to all members in good standing.
- shall inform the membership of all meeting dates for the upcoming school year after it has been established by the Executive Committee.
- The Secretary shall file the appropriate paperwork with the State of New Jersey, Division of Revenue, Department of the Treasury and Commercial Recording Bureau for the “Annual Report” of a Not-for-Profit Corporation; and secure the funds from the Treasurer to pay the annual fee or any other related regulatory fees.
- shall secure necessary permits/ Certificates of Insurance with “additional insured” naming any entities supplying facilities and/or products to the Association for meetings, clinics or any such purposes benefitting the membership. This can be done with the assistance of other officers and members of the STFOA.
- will provide the New Jersey State Interscholastic Athletic Association (NJSIAA) upon request, the paperwork, validating the active status of the members of the (STFOA). Furthermore, the filing of the annual Charter/Roster with necessary fees and paperwork will be completed by the date mandated by the NJSIAA with proof of receipt.
- The Secretary with the assistance of the Treasurer will coordinate with the respective insurance companies for various coverage’s as needed, i.e., Officers/ Directors Liability Policy and Certificates of Insurance as required by various member schools.
- will inform the Officers/Directors of any and all policy statements/updates/revisions pertaining to rules and regulations of the NJSIAA and the National Federation of High Schools Association (NFHS).

The Treasurer

- shall be responsible for the accounting of all finances of the STFOA, INC., and shall render a written report at all meetings, or at any time requested by the President. This report shall become part of the General Association meeting minutes and be approved by a majority of the membership at the meeting in which the report is delivered.
 - shall maintain an up-to-date financial status of the members in good standing and provide a copy to the Secretary.
 - shall assist the Secretary in filing of all reports and payment of all required fees. ie. (NJSIAA assessment, per active member).
1. Checks drawn on the STFOA shall require the signature of two (2) officers. The valid endorsers for this account are the President, and the Treasurer or Secretary/ Treasurer. It is the responsibility of the Treasurer or Secretary/Treasurer to provide to the financial institution maintaining the account a new "signature card" upon the change of any of the aforementioned positions.
- It is the responsibility of the Treasurer to order checks, deposit slips and other financial instruments required to carry out all fiscal responsibilities associated with this position. Section 5.5
 - It is the responsibility of the Treasurer to prepare a budget based on previous years business transactions in appropriately named categories (i.e., Professional Fees, Insurance policies, Telephone, Postage, Supplies, Photocopies, Website, Merchandise Procurement, Board Meetings, Awards, Stipends, Honorariums, NJSIAA, NJTFOA, NFHS, etc. This budget analysis will assist in determining the fee structure for "active" dues to be charged to each member.

Executive Members to NJSIAA:

The responsibility of the elected delegates to the NJSIAA TRACK&FIELD EXECUTIVE BOARD is to represent the STFOA at all aforementioned Board meetings and functions. These members are also to act as liaisons between the NJSIAA and the STFOA.

Section 7

The **Past President** shall serve on the Executive Board during the President's tenure in office. The Past President shall serve in a capacity to insure continuity and understanding in all Chapter business and proceedings.