

# ARTICLE 3

## Office of the COA Executive Director

### 3.1 PURPOSE

The COA Executive Director is the chief executive officer of the COA and is accountable to the COA Board. The COA Executive Director provides operations, administrative leadership, and support to the COA Board and the CCCAA MC.

### 3.2 RESPONSIBILITIES

The following are the responsibilities of the Office of the COA Executive Director:

- A. Provides the COA with the information necessary to promote the goals and objectives of the COA and the CCCAA intercollegiate athletics.
- B. Assists the COA Board in the development of annual goals for the CCCAA and makes an annual report on the progress attained.
- C. Maintains and distributes official copies and revisions of the *Constitution and Bylaws*, and sport championship handbooks as needed.
- D. Maintains and distributes meeting minutes of the COA Board and the MC of the CCCAA.
- E. With the respective chair, develops and distributes agendas for the meetings of the COA Board and the CCCAA MC and coordinates the logistics of the meeting venues.
- F. Maintains files of all official COA/CCCAA business and correspondence.
- G. Maintains an accurate accounting and audit of all COA/CCCAA funds.
- H. Selects, supervises, and evaluates the staff of the Office of the COA Executive Director.
- I. Develops financial support for CCCAA activities, especially PC events.
- J. Represents the COA/CCCAA at meetings and appropriate occasions at the direction of the COA Board Chairperson.
- K. Informs the COA Board and MC of legislative activities that may affect intercollegiate athletics.
- L. Recommends changes to the *Constitution and Bylaws* when needed.
- M. Reviews the rulings made by conference commissioners regarding the *Constitution and Bylaws* and conference rules and regulations to ensure consistency and equity.

- N. Has administrative responsibility for state PC events, as appropriate.
- O. Serves as ex-officio member to all COA/CCCAA standing and ad-hoc committees.
- P. Enforces the *Constitution and Bylaws* by:
  - 1. Maintaining a channel of communication with colleges, conferences, and the COA Board regarding alleged violations of the *Constitution and Bylaws*.
  - 2. Informing all involved parties and institutions of due process procedures contained in the *Constitution and Bylaws*.
  - 3. Investigating, or assisting in the investigation of alleged violations of the COA/CCCAA *Constitution and Bylaws*.
  - 4. Recommending penalties and monitoring compliance where appropriate.
- Q. Works with the MC and the sports coaches associations to set PC guidelines.
- R. Assists established committees as necessary.
- S. Prepares an annual report summarizing the activities of the COA/CCCAA and community college athletics by July 1 of each year.
- T. The COA Executive Director acts as the final authority relative to interpretation of the *Constitution and Bylaws*, based on policies and procedures as stated in the *Constitution and Bylaws*.