

Maine Interscholastic Athletic Administrators Association



Policy, Operations and Procedures Manual

The mission of the Maine Interscholastic Athletic Administrators Association is to provide professional development opportunities for its members through the support and promotion of “educational values” in interscholastic activities. The members of the MIAAA are committed to providing quality athletic experiences for all students through positive working relationships with educational leaders and alliances.

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Article I: Name

Section 1: Name

The name of the organization shall be the Maine Interscholastic Athletic Administrators Association

Section 2: Seal

The seal of this organization shall be the outline of the state of Maine bearing the initials MIAAA and the word Maine Interscholastic Athletic Administrators Association surrounding it.



Article II: Purpose

Section 1: The purpose of the association shall be:

- A. To enhance the opportunities for educational and physical development for student athletes
- B. To promote greater unity, goodwill and fellowship among members
- C. To provide a forum for exchange of current practice and procedures
- D. To promote high standards of leadership in administration of athletics
- E. To establish working relationships with related professional organizations
- F. To foster high standards of professional development of our members
- G. To instill in each athletic administrator a commitment to the teaching of ethics, citizenship and appropriate personal conduct in athletics
- H. To promote healthy life styles through interscholastic athletics

Article III: MIAAA Code of Ethics

Interscholastic athletics is an inherent part of the total education program for students in the secondary schools of the state of Maine. Our athletic programs will be properly organized, administered, and conducted, to provide opportunities for students to participate in athletic activities which promote growth and development, teach social and recreational skills, and develop leadership qualities. These values are more rapidly attained when the program is founded upon the highest standards and ethical practices developed and adhered to by professional leaders in athletic administration.

The Interscholastic Athletic Administrator is committed to the student-athlete:

- Develops and maintains a comprehensive education-based athletic program which seeks the highest development of all participants, and which respects the individual dignity, self-worth, and safety of every student-athlete.
- Considers the health and well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process, protects the civil and human rights of all individuals, and endeavors to understand and respect the values and traditions of the diverse cultures represented in the respective school community.
- Strives to provide inclusive education-based athletic programs, which provide participation opportunities for student-athletes of all abilities and backgrounds.

The Interscholastic Athletic Administrator is committed to education-based athletics:

- Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program and enhances the learning process.
- Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
- Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.
- Acts impartially in the execution of basic policies and in the enforcement of the local, district, state and national governing body's rules and regulations.

The Interscholastic Athletic Administrator is committed to the profession:

- Fulfills professional responsibilities with honesty, integrity and a commitment to equity and fairness.
- Upholds the honor of the profession in all relations (both personal and digital) with students, colleagues, coaches, contest officials, members of the media, administrators, and the public.
- Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national professional development programs including, but not limited to, the NIAAA Leadership Training Institute and Certification Program.
- Avoids using their position for personal promotion. Leads by helping others achieve their goals.

Article IV: Membership

Section 1: Eligible for Membership

Membership shall be open to all athletic administrators responsible for the direction and administration of interscholastic athletics in secondary and junior high schools in Maine. Athletic administrators include high school assistants, junior high school, middle school, and elementary athletic administrators.

Section 2: Kinds of Membership

- A. Active membership in the association will be extended to any person actively engaged in a position responsible for the direction and administration of interscholastic athletics
- B. Associate membership shall be extended to persons not actively engaged in the direction and administration of interscholastic athletics but who would like to maintain an association with this organization
- C. Honorary membership in the association may be extended to persons deemed worthy of the distinction upon recommendation of the Executive Committee and confirmed by an affirmative majority vote of the members.
- D. Retired membership is granted to anyone who has retired from athletic administration and would like to maintain an association with this organization. Retired members may attend the spring conference with their registration fee waived.

Section 3: Dues

- A. Annual dues will be paid by November 1st and shall include active, associate and retired members. The payment of dues will include membership in the NIAAA and MIAAA in a dual format. Non high school members may join for a reduced amount. Membership dues will be set by the Board of Directors a minimum of one year in advance of implementation. (i.e. Decision in September of 2014 to be applied for the 2015-16 fiscal year)
- B. MIAAA dues are currently set at \$70.00 per year and dues will align with recommendations from the MIAAA strategic plan.**
- C. Maine is a dual member state and annually members also pay the NIAAA membership dues currently set at \$80.00 per year.**

Section 4: Voting Privileges

Only dues paying active members present at the fall and spring meetings shall be eligible to vote. There shall be one (1) vote per person and the majority vote rules.

Article V: Officers and Board of Directors

Section 1: Board of Directors

- A. The Board of Directors shall consist of nine (**13**) members selected at large.
- B. Whenever appropriate, the Executive Committee shall consist of Athletic Administrators who represent geographical areas as well as size of school by class. Five (5) representing each region: Northern, Eastern, Central, Western and Southern. Four (4) representing classes A, B, C and D. **Four (4) liaisons representing middle school athletic administrator, retired athletic administrator, official's commissioner and athletic trainer. Board has discussed the addition of a mentoring coordinator and diversity coordinator (future consideration)**
- C. **Vacant board of directors' openings will be filled through an application process that consists of advertising throughout the membership. When filling openings consideration will be given to north and south representation.**
- D. **Term limits for all board members shall consist of two 2-year appointments.**

Section 2: Officers

The officers of the association shall be President, 1st Vice President, 2nd Vice President and the immediate Past President who all retain voting privileges. The Executive Director, Assistant Executive Director, and Associate Executive Directors do not have voting privileges.

Section 3: Stipends

- A. Stipends for the four executive directors' positions will be reviewed annually by the Executive Committee.
 - a. **The executive directors' stipends shall be paid annually in April.**
 - i. **The executive director's stipend is currently set at \$7,000.**
 - ii. **The stipends for the assistant executive director, assistant director for communication & awards and the assistant director for leadership training and certification are currently set at \$2,500.**
 - iii. **The executive directors have conference registration fees waived and receive free room and board at the spring conference.**
 - iv. **The executive director shall have all expenses paid for attending the NADC and National Executive Directors Conference.**
 - v. **The assistant executive director, assistant director for communication & awards and the assistant director for leadership training and certification will each receive a \$500 stipend to attend the NADC.**
 - vi. **The assistant director for leadership training will have all expenses covered for attending the annual NIAAA coordinators fall summit.**
 - vii. **The executive directors will have all expenses paid for attending the annual section one meeting.**
- B. **The four executive director positions will be evaluated at the conclusion of each term (2 or 4 years?). The outgoing president will coordinate the evaluation process to include all members of the board of directors.**

- C. Exhibit hall manager shall have his/her conference registration fee waived as his/her compensation.
- D. The MIAAA Webmaster shall receive a stipend that is renewed annually.

Section 4: Duties of the Board of Directors

The Board of Directors shall serve with elected officers of the association as members of the Executive Committee. Each member shall be responsible for designated standing and special committees as designated by the president or Executive Director.

Section 5: Election of Officers

The Board of Directors, acting as the nominating committee, shall submit a list of nominees at the annual fall meeting. Additional nominations may be made from the floor by the membership at the fall meeting. A majority affirmative vote of the membership in attendance at the annual fall meeting shall elect the Directors for a term of two (2) years. One member of the Board of Directors shall rotate through the chairs as an officer. The new officers shall take office at the annual fall meeting.

Section 6: Unexpired Term of Officer or Board Member

If an officer or board member is unable to complete his/her term for any reason the President shall seek a replacement and the MIAAA Board will vote to approve the recommendation to serve until the next election of officers at the MIAAA fall conference business meeting.

Article VI: Executive Committee

Section 1: Membership

- A. Shall be comprised of the Executive Directors and members of the Board of Directors.
- B. Each member of the Board of Directors has one (1) vote on all legislative matters.
- C. A member of the MPA management team will serve in a non-voting capacity as a liaison from their organization to the MIAAA.
- D. Two members of the MIAAA management team will serve in a non-voting capacity as a liaison from our organization to the MPA.

Section 2: Duties

- A. Act on behalf association on issues that arise between the regular and annual meetings of the association.
- B. Act on behalf of the association in any emergency not covered by the constitution.
- C. Recommend candidates for Honorary memberships.
- D. Serve as Budget Committee of the Association with members of the Board of Directors
- E. Serve as Fall and Spring Conference Committee staff.

Section 3: Meetings

- A. Shall meet regularly during the school year. Meetings will be held in August, September, November, January, March (2) and May. Meeting locations will alternate from meeting-to-meeting to incorporate southern and northern locations. In an effort to limit travel expenses, an effort will be made to conduct a few meetings electronically.
- B. Special meetings may be called as deemed necessary by the President or Executive Director
- C. All MIAAA Board meetings carry some core items in the monthly agenda. Those items include: Financial reports, reports from the Executive Director, Assistant Executive Director, Assistant Director for Communications and Awards as well as from the Assistant Director for Leadership Training and Certification. In addition, regular reports are shared by the liaison from the Maine Principals Association in attendance as well as league representatives on the activities and items of interest from the various leagues in the state. An update on the status of the Strategic plan is reviewed often as well. The following data relates to specific topics generally covered in monthly meetings in addition to the above- mentioned items.
- D. August (usually an electronic meeting)
 - a. Review of new Athletic Administrators
 - b. Report on MPA New Athletic Administrators workshop
 - c. Review of plans for the fall conference
 - d. Report from summer NEDC meeting
- E. September
 - a. Finalize MIAAA member directory
 - b. Discussion of MIAAA membership registration to date
 - c. Finalize all plans for fall conference
 - d. Discussion of LTC offerings for MIAAA Spring Conference
 - e. Preliminary discussion on Spring Conference Theme
 - f. Workshop sessions during meeting
 - i. Development of fiscal budget
 - ii. Development of President/Board goals
 - iii. Committee work (possible POP manual adjustments, dues definition etc.)
 - g. Review and update board on Basketball Commission meeting
- F. November
 - a. Review fall conference
 - b. Nominate delegates to national assembly (national conference)
 - c. Discuss plans for the National Conference
 - d. Plan selection process for NIAAA and NFHS awards for future year
 - e. Preliminary report of progress for spring conference
 - f. Plan date for Pre-Conference meeting at Samoset
- G. January (usually an electronic meeting)
 - a. Discussion on Membership data to date
 - b. Update Board on status of spring conference
 - i. Initial member and exhibitor mailing should be out by this time)
 - c. Review update Board from National Conference
 - d. Review/decide National nomination for awards for spring and fall
 - e. Finalize LTI course offerings, date, time and instructors for spring conference

- H. March (first meeting)
 - a. Review, discuss and select all award recipients for spring conference
 - b. Assign board member duties at conference
 - c. Assign board members to sessions of the conference for review at later date
 - d. Set date/site for collation meeting and obtain volunteers for this meeting
 - e. Develop plans for business meeting at spring conference
- I. March (second meeting)
 - a. Confirm all responsibilities for spring conference
 - i. Insure a review is made of all awards on Tuesday of the conference
 - ii. Confirm all presiders, presenters and AV equipment for conference
 - b. Review attendees for conference and encourage additional registrations
 - c. Remind officers of the management evaluations to be reviewed at the May meeting (this takes place every two years)
- J. May
 - a. Discuss preliminary plans for the fall conference
 - b. Review evaluations of spring conference
 - i. Review reports from Board on their assessment of sessions they attended
 - c. Review and discuss Spring Conference financial report
 - d. Discuss plans for summer meetings, closure to school year and any planning that needs to be accomplished for start of the next school year
 - e. Discuss participation in MPA New Athletic Administrator Workshop (August)
 - f. Set meeting dates, locations and times for the next school year

Section 4: Reimbursement

- A. The Executive Committee members in attendance at the designated meetings shall be reimbursed by the Executive Director at the rate currently paid by member schools for travel to officials for athletic contests.

Article VII: Meetings

Section 1: Regular Meetings

There shall be two (2) regular **business** meetings of the association per year. One (1) shall be held at the fall conference and one (1) at the spring conference. **At the discretion of the president or executive director, electronic monthly statewide meetings can be scheduled.**

Section 2: Annual Meetings

The Executive Committee shall meet as designated in Article V, Section 3. Special committees shall meet as often as deemed necessary to administer their business. All such meetings shall be called by the chairperson of the group. Notice should be given one (1) week in advance as to the time, place and agenda.

Article VIII: Association Year

The association year shall run from November 1st to October 31st.

Article IX: Quorum

Section 1: Roberts “Rules of Order Revised”

Shall govern all meetings of the Association

Section 2: Parliamentarian

Shall be the Associate Executive Director for Communication and Awards or the Assistant Executive Director.

Article X: Committees

Section 1: Kinds

Committees other than the Executive Committee shall be designated as Standing or Special Committees

A. Standing Committees

- a. Shall be appointed by the President or Executive Director subject to the approval of the Executive Committee. These committees should be appointed on a rotating basis and no member should serve more than three years. There shall be three (3) members on each committee.

B. Special Committees

- a. Shall be appointed by the President or Executive Director and shall terminate with their term of office or when work is completed. These special committees could deal with Ethics, Nominating, Conference or Awards Committee.
- b. Expenses incurred by members performing their duties as representatives of the MIAAA will be reimbursed.

C. Committees

- a. **The following committees should be established on an annual basis and will be comprised of the board of directors.**
- b. **Strategic Plan**
- c. **Fundraising**
- d. **Awards**
- e. **LTI/Certification Committee**
- f. **Website**
- g. **Budget**
- h. **POP Manual**
- i. **Other (as needed)**

Article XI: Amendments to the Constitution

Section 1: Amendments

May be proposed at a regular meetings (Article VI, Section I) or at meetings of the Executive Committee

Section 2: Adoption

Ratification of the proposed amendment shall be two-thirds vote of the members present at a regular meeting.

Article XII: Duties of Executive Directors and Officers

Section 1: Executive Director (Gerry should update)

- A. Chief Corresponding Officer
 - a. Responsible for regular correspondence, mailings and surveys of membership
 - b. Spokesperson for the MIAAA
 - c. Liaison for vendors in state
 - d. Serve as a spokes-person for MIAAA at legislative hearings and state referendum issues in conjunction with the Assistant Executive Director
 - e. Represent MIAAA on state-wide initiatives, committee work
- B. Chief Financial Officer
 - a. Responsible for complete financial accountability
 - i. Tax status reports with state
 - ii. Checking account
 - iii. Financial reports for regular meetings
 - iv. Financial report for spring conference
 - v. Payment obligations with Section I and the NIAAA
 - b. Distribute scholarship funds to student athletes
 - c. Prepare Financial Report for each board meeting and conference
- C. Mentor to the Assistant Executive Directors
- D. Liaison to the MPA Interscholastic Executive Committee
 - a. Represent MIAAA at MPA Management Committee meetings as the association liaison
 - b. Report to MIAAA Executive Committee
 - c. Recommend to MPA Sport Committee AD appointments in conjunction with the President
- E. Organization and Administration of Monthly Meetings
 - a. Prepare monthly agenda in conjunction with the President and Associate Director
 - b. Serve as a resource at each meeting
 - c. Prepare follow-up correspondence
- F. Organization and Administration of Fall conference
 - a. Confirm rental agreement with site management for fall and spring conference in conjunction of the Assistant Executive Director
- G. Organization and Administration of Annual Spring Conference

- a. Negotiate for dates and financial packages with the host site in November prior to conference
 - b. Write up pre-registration materials in January
 - c. Communicate for registration of exhibitors in January
 - d. Secure speakers for conference
 - e. Order conference favors, gifts for guests and speakers
 - f. Correspond to and confirm banquet guests, speakers and special guests
 - g. Record and confirm pre-registrations, commuter meals, exhibitors fees and room reservations
 - h. Create conference programs in conjunction with our printing firm
 - i. Prepare and print luncheon programs and banquet programs
 - j. Put together and distribute packets, favors, door prizes, gifts for guests and name badges for attendees, vendors and special guests
 - k. Coordinate sessions, luncheon, banquet, breakfast
 - l. Organize spouse program; spouse breakfast and gifts
 - m. Prepare press releases
 - n. Set up registration table
 - o. Oversee management of exhibit hall
- H. Organizational Responsibilities with the NIAAA
- a. Serve as the state liaison to the NIAAA and attend the annual National Conference
 - b. Select/organize delegates to the NIAAA annual conference of athletic administrators in conjunction with the Board of Directors
 - c. Represent the MIAAA at the annual NIAAA Section I meeting
 - d. Select a representative to attend NIAAA President/Executive Director luncheon
 - e. Serve as the MIAAA representative to the National Executive Directors' Council and attend their semi-annual meetings
 - f. Facilitate relationships with the Executive Director and Assistant Director of the NIAAA
- I. Transition to a new Executive Director
- a. Existing Executive Director will provide six-month notice (if possible) to the Board upon his/her decision to decline a re-nomination to this position.
 - b. The Assistant Executive Director will serve in the Executive Directors' capacity in the case of an untimely departure by the Executive Director
 - c. Position will be advertised publicly and internally through the membership
 - d. Eligible candidates include current or retired members of the association
 - e. The President and First Vice President will conduct the screening of candidates provided neither are candidates (develop application, request resume, administrative support letter)
 - f. The Executive Committee will develop the interview questions and select those to be interviewed based on the recommendation of the screening committee.
 - g. The Committee will conduct the interviews and in executive session select the new Executive Director

Section 2: Assistant Executive Director (Gary should update)

- A. Correspondence Responsibilities
 - a. Write, publish, and produce materials for our web-master

- b. Organize, coordinate and secure materials for the MIAAA Online Newsletter on a quarterly basis
- B. Representative Responsibilities
 - a. Serve as liaison to the MPA Management Committee in the absence of the Director or Associate Director
 - b. Serve as liaison to the Maine Basketball Commission
 - c. Assist in the administration of the spring conference
 - d. Meet and work with chairperson for exhibitors at the Spring Conference
 - e. Serve as a resource at MIAAA Executive Board meetings
 - f. Attend pre-conference planning meeting with spring host site
 - g. Assist at legislative hearings
 - h. Attend all Section I meetings, both National and in Section
 - i. Shall receive training in the duties of the Executive Director
- C. Spring Conference Responsibilities
 - ~~a. Determine and communicate Executive Board spring conference responsibilities~~
 - b. Set up and assist in the management of the registration table
 - c. Provide review session for CAA examination candidates.
 - ~~d. Oversee conference banquet organization

 - ~~i. Prepare banquet programs~~
 - ~~ii. Notify award winners~~
 - ~~iii. Arrange for award presenters~~
 - ~~iv. Identify complimentary rooms required for guests~~
 - ~~v. Communicate VIP seating and meal count needs to conference site staff~~~~
 - ~~e. Assist executive director in providing hospitality for out-of-town guests~~
- D. Organization and Administration of Fall Conference
 - a. Secure speaker
 - b. Prepare registration mailings
 - c. Handle pre-registration materials
 - d. Rental of site in conjunction with the Executive Director
 - e. Printing of program, name tags
 - f. Prepare Conference packets
 - g. Finalize meal guarantee
 - h. Set up and assist in the registration at Conference
- E. Transition to a new Assistant Executive Director
 - a. Existing assistant executive director will provide six month's notice (if possible) to the Board upon his/her decision to decline a re-nomination to this position
 - b. Position will be advertised publicly and internally through the membership
 - c. Eligible candidates include current or retired members of the association
 - d. The president, 1st vice president and executive director will conduct the screening of candidates provided neither the president or 1st vice president are candidates (develop application, request resume, administrative support letter)
 - e. The executive committee will develop the interview questions and select those to be interviewed based on the recommendation of the screening committee.
 - f. The committee will conduct the interviews and in executive session select the new assistant executive director.

Section 3: Assistant Executive Director for Communication and Awards (Bunky should update)

- A. Organization and Administration of Monthly Meeting
 - a. Prepare and communicate the monthly agenda in conjunction with the President and Executive Director
 - b. Secure site for Bangor area meetings
 - c. Record and distribute minutes of previous meetings prior to next meeting
 - d. Serve as resource at each meeting and secure mileage disbursement
 - e. Prepare follow-up correspondence
- B. Organization and Administration of Fall Conference
 - a. Assist with registration table and distribution of materials
 - b. Record minutes at business meeting
- C. Organization of Annual Spring Conference
 - a. Set up/man registration table and oversee distribution of conference materials
 - b. Send letters to Superintendents for those athletic administrators requesting that their attendance be acknowledged
 - c. Prepare and distribute evaluation forms for conference
 - d. Determine and communicate Executive Board spring conference responsibilities**
 - e. Oversee conference banquet organization**
 - i. Prepare banquet programs**
 - ii. Notify award winners**
 - iii. Arrange for award presenters**
 - iv. Identify complimentary rooms required for guests**
 - v. Communicate VIP seating and meal count needs to conference site staff**
 - f. Assist executive director in providing hospitality for out-of-town guests**
- D. Administration of MIAAA Awards Program
 - a. Collect data for NIAAA and NFHS award nominees (NFHS Citation, NIAAA DSA, NIAAA State Award of Merit, Frank Kovaleski Award and NIAAA Essay Scholar applicants) as well as for NIAAA Hall of Fame Candidates
 - i. Gather nominations at fall conference
 - ii. Request board vote at November meeting
 - iii. Correspond with recipients in December
 - iv. Set January deadline for all recipients
 - v. Forward final applications by due date
 - vi. Enlist MIAAA members to assess essay candidates applications
 - b. Send out MIAAA award nominations forms in January
 - i. Gather and collate materials
 - ii. Request resumes from Tier One Nominees (Lahey, Ryan and Durgin Awards)
 - iii. Compile information and report to Board at 1st March meeting
 - iv. Order, prepare and distribute all certificates after president signature for the Don Dow/Essay recipients
 - c. Prepare inscription and order all awards for spring conference awards program
- E. Additional Responsibilities
 - a. Serve as liaison to MPA Management Committee and attend all of their meetings
 - b. Represent the MIAAA at the annual Section I meeting of the NIAAA as the alternate attendee
 - c. Assist the Executive Director where needed
 - d. Attend national conference award committee meeting (if able)
- F. Spring Conference Responsibilities

- a. Determine and communicate Executive Board spring conference responsibilities
- b. Set up and assist the management of the registration table
- c. Order and check in the awards for the MIAAA spring conference.
- G. Transition to a new Assistant Executive Director for Communication and Awards
 - a. Existing assistant executive director will provide six months notice (if possible) to the Board upon his/her decision to decline a re-nomination to this position
 - b. Position will be advertised publicly and internally through the membership
 - c. Eligible candidates include current or retired members of the association
 - d. The president, 1st vice president, executive director and assistant executive director will conduct the screening of candidates provided neither the president or 1st vice president are candidates (develop application, request resume, administrative support letter)
 - e. The executive committee will develop the interview questions and select those to be interviewed based on the recommendation of the screening committee.
 - f. The committee will conduct the interviews and in executive session select the new assistant executive director.

Section 4: Assistant Executive Director for Leadership Training and Certification (Todd should update)

- A. Administration of the Leadership Training Program
 - a. Attend NIAAA National State Coordinators meeting and serve as the Maine Liaison at National Conference LTI meetings
 - b. Attend NIAAA National State Coordinators meeting at National Conference.
 - c. Determine course offerings and presenters for November Board meeting
 - d. Create brochures for spring offerings in December
 - e. Prepare brochures/registrations in January
 - f. Maintain registration data for all LTC participants
 - g. Order class materials and certificates from NIAAA
 - h. Prepare materials, evaluations, certificates and special requests for spring conference offerings
 - i. Complete final order for additional NIAAA materials and certificates
 - j. Coordinate LTC offering for MPA New Athletic Administrator workshop and organize the purchase of materials for LTC 502
 - k. Coordinate LTC offerings for the organizations other than the MIAAA (MAHPERD, etc.) and organize the purchase of materials.
 - l. Provide all necessary information for the MIAAA website regarding LTC
- B. Chair Membership National Certification Program
 - a. Maintain data base of all LTC courses taken by membership to coordinate member certification with NIAAA
 - b. Maintain data base of all certified members of the MIAAA
 - c. Attend National Certification meetings (state coordinators, certified test administrators) held in conjunction with the National Conference of Directors of Athletics
 - d. Prepare to administer CAA Exam each year and develop a program in Maine to facilitate new administrators of the CAA Exam
 - e. Secure Certified Test Administrators to administer the CAA exam at the spring conference.

- f. Periodically offer LTC 790 to secure additional Maine LTC faculty.
- C. Transition to a new Assistant Executive Director for Leadership Training and Certification
- g. Existing assistant executive director will provide six months notice (if possible) to the Board upon his/her decision to decline a re-nomination to this position
 - h. Position will be advertised publicly and internally through the membership
 - i. Eligible candidates include current or retired members of the association
 - j. The president, 1st vice president, executive director and assistant executive director will conduct the screening of candidates provided neither the president or 1st vice president are candidates (develop application, request resume, administrative support letter)
 - k. The executive committee will develop the interview questions and select those to be interviewed based on the recommendation of the screening committee.
 - l. The committee will conduct the interviews and in executive session select the new assistant executive director.

Section 5: President

- A. Attend all MIAAA BoD meetings.
- B. Position is a one-year appointment. Duties are assumed at the fall conference business meeting. His/her first duty will be to preside over the fall conference business meeting.
- C. Preside at all meetings of the association as chief executive officer.
- D. Attend the NIAAA Section I annual meeting in March (if able to attend).
- E. Attend the NIAAA national conference and represent Maine at the NIAAA state presidents meeting (if able attend).
- F. Master of ceremonies at the spring conference banquet.
- G. Provide a state of the MIAAA report to the membership at the opening general session of the spring conference.
- H. At the conclusion of the term assumes to role of past president.

Section 6: Past President

- A. Attend all MIAAA BoD meetings.
- B. Position is a one-year appointment.
- C. Provide mentorship and advice/counsel to the president and the board of directors.

Section 7: 1st Vice President

- A. Attend all MIAAA BoD meetings.
- B. Preside at MIAAA meetings in the absence of the president.
- C. Position is a one-year appointment and assumes role at the fall conference business meeting.
- D. At the fall conference MIAAA business meeting assumes the role of president with the acceptance of the nomination report.
- E. Master of ceremonies at the spring conference luncheon.

Section 8: 2nd Vice President

- A. Attend all MIAAA BoD meetings.
- B. Preside at MIAAA meetings in the absence of the president and 1st vice president.
- C. Position is a one-year appointment and assumes role with the acceptance of the nomination report at the fall conference business meeting.

Section 9: Board of Directors

- A. Attend all MIAAA BoD meetings.
- B. Positions are a two-year appointment and assume their duties with the acceptance of the nomination report at the fall conference business meeting.
- C. Prepare league/regional reports and present at MIAAA meetings.
- D. Report business of the MIAAA BoD meetings to their respective leagues.

Section 10: Web Master (This needs to be updated. And the MIAAA website needs a thorough review and reorganization)

- A. Administration and Development of MIAAA Website
 - a. Maintain control as the sole provider actually placing information on the site
 - b. All data is secured with approval of the Executive Director
 - c. Will recommend additional links, data and potential funding sources
 - d. Will attend one board of directors meeting to enhance communication
 - e. Work to update the MIAAA web site on a regular basis
- B. Spring Conference
 - a. Provide technical assistance with electronic equipment during the annual Spring Conference (LCD, Lap Top, etc.)
 - b. Secure a person within the association (technically sound) to assist in AV equipment use during the conference.

Section 11: NIAAA State Liaison Job Description (Gerry review)

Each state athletic administrator's associations which holds organizational membership in the NIAAA shall select one person from among its members to serve as their liaison (corresponding secretary) to the NIAAA for the purpose of coordinating all communications between the NIAAA and his/her state athletic administrators' association. Where state athletic administrator associations have appointed Executive Directors, it will be necessary for the Executive Director to coordinate these duties within the respective state. Note: it would be beneficial if the liaison could serve a multi-year term to facilitate continuity and record keeping activity.

Duties and Responsibilities:

- A. Among the communication items that will be processed through the NIAAA state Liaison:
 - a. Attend the Section Meeting at both the National Conference and during the spring meetings held within the section
 - b. Attend the Executive Director/Liaison meeting at the National Conference
 - c. Submit State Leadership Directory Information
 - d. Direct Student Scholarship/Essay program in state notifications, applications, selection timeframe, taking winning application to spring section meeting and ordering awards for state recipients (can be delegated to state Awards Chair)
 - e. Securing of state news items for IAA magazine and/or NIAAA newsletter
 - f. Promote NIAAA committee membership and application and proper recommendations for prospective appointments through May
 - g. Serve as contact for requested items, pictures, retirees contact information, reports, records, correspondence and surveys
 - h. Reinforce proper attendance of State Presidents at national conference meeting of State Presidents and have a representative at this meeting.

- i. Responsible for submitting Professional Outreach Program request form for state consideration
 - j. Selection of Delegates and alternates for the Delegate Assembly by October
 - k. Oversee NIAAA membership promotions, dual or modified membership initiatives
 - l. Notify NIAAA of deceased members within respective state
 - m. Oversee forms, timelines and deadlines related to the Leadership Training program and Certification Program offerings
- B. State Liaison and Executive Directors Meeting
- a. The NIAAA staff will prepare a memorandum to send to each state liaison and executive director as a reminder for both the Executive Director and Liaison to attend the appropriate meeting at the National Conference
 - b. The NIAAA staff shall correspond with states who are not represented at the meeting.
 - c. The NIAAA staff shall prepare the agenda

Article XIII: Executive Directors, Officers and Committee Timelines

Section 1: Executive Director (Gerry review)

- A. July
- a. Process MIAAA memberships received and early Fall and Spring Conference Registrations
 - b. Attend National Executive Directors Summer meetings (four days)
 - c. Complete Bank reconciliation for July
 - d. Process deposit for Fall Conference to the Augusta Civic Center and return rental contract
- B. August
- a. Attend MPA New Athletic Administrator Workshop
 - b. Obtain contact information for new Athletic Administrators and communicate values of membership in the MIAAA
 - c. Possible instruction of LTI 502 at the New AA workshop
 - d. Prepare for August MIAAA Board of Directors meeting
 - i. Create Financial Report
 - 1. Complete Checkbook register, income and expense distribution report and complete Revenue and Expense Budget report
 - 2. Complete Bank reconciliation
 - ii. Prepare agenda items for Meeting agenda
 - iii. Transmit backup materials to Board for board meeting
 - e. Participate in MIAAA Board meeting
 - f. Confirm plans for Fall Conference
 - g. Begin process of securing Keynote presenters for Spring Conference
 - h. Order membership cards
 - i. Confirm with MPA membership card color for this year

- C. September
 - a. Process payments for new members including NIAAA membership and fall and spring conference registrations
 - b. Prepare financial reports for September MIAAA Board meeting
 - i. Checkbook register, Income and Expense Distribution report and Income and Expense Report
 - c. Prepare Bank reconciliation for September
 - d. Work with MIAAA President with spring Conference Theme
 - e. Confirm keynote presenter, airlines, hotel travel accommodations and fees
 - f. Prepare agenda items for Board of Directors
 - g. Transmit agenda items to Board for meeting
 - h. Complete updated MIAAA directory with all new members' contact information and transfers
 - i. Prepare and transmit second call for new membership and membership renewal
 - j. Confirm MIAAA Fall Conference Agenda
 - k. Attend, represent and present to MPA Interscholastic Management Committee meeting
 - l. Initiate conversation with perspective exhibitors and corporate sponsors for spring conference.
 - m. Attend MIAAA Board of Directors meeting
 - n. Conduct correspondence as necessary
 - o. Prepare, distribute and complete travel payments for MIAAA Board members who attend meeting
- D. October
 - a. Prepare monthly bank reconciliation
 - b. Distribute payments associated with the management of the MIAAA
 - c. Attend MPA IMC meeting
 - i. Prepare a report on the MIAAA for this meeting
 - d. Prepare applications, NIAAA database and payments associated with membership in the NIAAA and transmit to the NIAAA.
 - i. Prepare and distribute correspondence to the membership associated with their membership in the MIAAA
 - 1. Member Cards
 - 2. Confirmation of receipt for their payments
- E. November
 - a. Attend the annual MIAAA Fall Conference
 - i. Conduct registration at the conference
 - ii. Meet and greet new members as well as experienced members
 - b. Prepare monthly bank reconciliation
 - c. Prepare report of membership and distribute membership dues to the NIAAA
 - d. Prepare for the monthly board meeting
 - i. Financial reports of the check register, income and expense distribution report and Income and Expense budget reports
 - e. Prepare agenda items for monthly Board meeting

- f. Prepare and distribute backup data for the monthly board meeting
 - g. Attend monthly MIAAA board meeting
 - h. Prepare and distribute payments for travel to MIAAA Board members
 - i. Attend, report and present at the MPA Fall Conference IMC meeting
 - j. Continue to process late registrations for membership for the MIAAA and NIAAA with payments and database reporting to the NIAAA. Distribute MIAAA confirmation and member cards
 - k. Begin process of preparing MIAAA spring conference program
 - i. Review MIAAA Interest Inventory
 - ii. Prepare MIAAA Salary Survey
 - iii. Publish LTC offerings for spring conference to enable attendees at the National Conference to choose their classes
 - iv. Begin to secure workshop presenters and general session presenters as well
 - v. Plan Pre-conference meeting with Sales Department of the Samoset
 - vi. Travel to the Samoset for the Pre-Conference meeting
 - 1. Enter into negotiations if necessary for contractual agreement with the Samoset
 - vii. Begin process of research for registration gifts for spring conference
 - 1. Seek potential sponsors of registration gift
 - l. Process distribution of expense payments associated with MIAAA operations
 - m. Recruit and confirm NIAAA delegate assembly representatives from Maine. Provide counsel for voting at the Delegate Assembly.
 - i. Communicate to the NIAAA Credentials chairperson, names, addresses and contact information of MIAAA NIAAA delegates
 - n. Send "Save the Date" memo to exhibitors regarding our Spring Conference exhibit dates
- F. December
- a. Attend National AD conference
 - i. Attend NEDC and state liaison meetings
 - b. Send Holiday best wishes to vendors and exhibitors
 - c. Contact potential workshop and general session presenters for spring conference
 - d. Do monthly bank reconciliation
 - e. Process and distribute all invoices for the MIAAA
 - f. Create deposits as needed from payments received
 - g. Process tardy membership payments and registration to the NIAAA
 - h. Distribute MIAAA spring conference registration materials and hotel materials to the membership
 - i. Distribute MIAAA spring conference exhibitor materials and hotel materials to all exhibitors
- G. January
- a. Prepare monthly bank reconciliation
 - b. Process tardy membership payments and registrations to the NIAAA
 - c. Prepare monthly agenda for MIAAA Board meeting

- d. Prepare and distribute items for information to MIAAA Board members
 - e. Process payments to MIAAA Board members for their travel to monthly meeting (if not electronic meeting)
 - f. Connect with MPA regarding logistics of an Electronic board meeting
 - g. Process payment of deposit for the spring conference with the Samoset
 - h. Make MIAAA scholarship payments as requested by Scholar/Essayists from prior year
 - i. Process member registration materials for the spring conference
 - j. Process exhibitor registration materials for the spring conference
 - k. Work on increasing sponsorships for the conference
 - l. Reach out to former sponsorships for renewals for our spring conference
 - m. Process all deposits from receipts for this month (more than one deposit if necessary)
 - n. Pay state association fees to state of Maine
 - o. Attend MPA IMC meeting to report and share in meeting
 - p. Process and distribute LTI registration materials to the membership
 - q. Process and distribute MIAAA Awards nominations
 - r. Review accommodation needs of presenters for the spring conference
 - s. Review and confirm all items of spring conference with Samoset Sales Department
 - t. Post all conference information on MIAAA Website as well as exhibitor conference information
- H. February
- a. Process all payments and deposits for MIAAA as necessary
 - b. Prepare monthly bank reconciliation
 - c. Process tardy NIAAA memberships payments and paperwork
 - d. Obtain photo of MIAAA President for inclusion in spring conference program
 - e. Complete spring conference program with emphasis on Fall Conference Interest Inventory
 - f. Contact all presenters with AV needs or conference program
 - g. Submit requests for AV needs to the Samoset and negotiate AV invoice for the conference
 - h. Upon completion of conference program, submit to All American Sports Posters for publication and request deadline for program
 - i. Process payments for new memberships, spring conference registration fees and exhibitor payments
 - j. Write confirmation of exhibitor registration to all registered exhibitors
 - k. Send completed draft of spring conference program to Sales department at the Samoset
- I. March
- a. Attend and report out to the MPA IMC meeting
 - b. Attend each of the two MIAAA board meetings this month
 - i. Be sure to review board member assignments for the spring conference
 - c. Prepare and distribute materials for each meeting of the Board

- d. Create Financial reports including check register, income and expense distribution report and income and expense budget reports
 - e. Process and pay for tardy membership payments to the NIAAA for our members
 - f. Pay NIAAA Section I membership dues for our state
 - g. Attend NIAAA Section I meeting held annually in one state in Section I
 - h. Process payments and deposits as needed for the month, perhaps more than one deposit
 - i. Oversee the Awards Chairperson with the organization of the Spring Conference Awards Luncheon
 - j. Oversee the Assistant Executive Director with the organization of the Spring Conference Banquet
 - k. Organize Scholar Athletes and Scholar Essayists for attendance at the Spring Conference Luncheon
 - l. Organize accommodations for Award winners who need overnight accommodations
 - m. Set date, time and location for annual collate meeting for spring conference
 - n. Attend and organize spring conference registration collating meeting
 - o. Prepare confirmations with all vendor registrations
 - p. Communicate and recruit new exhibitors for the spring conference
 - q. Connect with Exhibit hall manager regarding all registered exhibitors and their alignment in the exhibit hall.
 - r. Confirm master billing with Samoset for guests' rooms and the management team from the MIAAA
 - s. Make provisions for all award materials to be reviewed for accuracy on Tuesday evening of the conference (usually Awards chair and an assistant)
 - t. Prepare name badges for all exhibitors
 - u. Prepare name badges for spouses who will attend the conference)
 - v. Prepare spring conference evaluations
 - w. Prepare exhibitors MIAAA membership directory
 - x. Prepare MIAAA Directory for members
 - y. Prepare sponsors recognition for registration packet
 - z. Prepare annual Fall conference salary survey
 - aa. Review and resolve any issues with Samoset over room reservations by members or exhibitors
- J. April
- a. Attend spring conference, arriving on Tuesday early afternoon
 - b. Manage registration table and secure additional support for this function
 - c. Make brief presentation a spring conference banquet
 - d. Insure that all activities, meals and sessions go off as planned
 - e. Meet and greet presenters upon their arrival
 - f. Provide for a light meal after LTI on Tuesday at the Samoset for Tuesday LTI instructors and presenters that are present
 - g. Report, present at the MPA IMC meeting representing the MIAAA

- h. Conduct a brief post conference board meeting and quickly review evaluations of the spring conference
 - i. After the conference, connect with any outstanding obligators for sponsorship and payments.
 - j. Prepare post conference income and expense report comparing to last four year's data
 - k. Process and distribute all payments and deposits necessary for the MIAAA
 - l. Process payments for MIAAA management and webmaster fees
 - m. Communicate thank you notes to all exhibitors
 - n. Communicate by letter to all sponsors our appreciation for their support
 - o. Communicate to all presenters our appreciation for their good work at the conference
 - p. Communicate to the Samoset General Manager and Director of Sales for their assistance with the conference
 - q. Post updates for the MIAAA website
- K. May
- a. Prepare agenda for MIAAA Board meeting
 - b. Prepare and distribute materials for MIAAA Board meeting
 - c. Prepare Financial reports including check register, income and expense distribution report and income and expense budget report
 - d. Prepare monthly bank reconciliation
 - e. Prepare report of the Section I meeting for Board
 - f. Prepare plans to attend summer NEDC meeting
 - g. Communicate plans for Assistant Director for LTI and Certification to attend NIAAA national meeting in September
 - h. Set meeting dates for next school year
 - i. Conduct discussion in review of the year of the MIAAA
- L. June
- a. Prepare emailing to membership for early payment of dues and conferences registration for next year
 - b. Review and complete updates to MIAAA website
 - c. Prepare monthly bank reconciliation
 - d. Prepare and distribute payment in sponsorship of two students to attend the MPA Student Advisory conference this summer
 - e. Process all payments and deposits as necessary

Section 2: Assistant Executive Director (Gary review)

- A. July
 - a. Collect material for upcoming *MIAAA News* issue
- B. August
 - a. Collect material for upcoming *MIAAA News* issue
 - b. Submit content for Back to School *MIAAA News* issue to All-American Sports Publishing
 - i. Around the Horn
 - ii. MIAAA Executive Director's Report

- iii. MIAAA President's Report
 - iv. MIAAA Leadership Training Report
 - v. Fall Conference Registration Materials
 - vi. MIAAA Board of Directors Meetings
 - vii. MIAAA Financial Reports
 - viii. Ten Questions
 - ix. Upcoming Dates of Interest
 - c. Review final print of Back to School *MIAAA News* issue
 - d. Review other states' newsletters for content, formatting, and ideas
 - e. Obtain list of new athletic administrators in the state from Maine Principals' Association
 - f. Contact new Maine athletic administrators and encourage them to join the association
 - g. Offer agenda items as necessary for MIAAA Board of Directors meeting
 - h. Prepare report for MIAAA WebEx meeting
 - i. Participate in MIAAA WebEx meeting
- C. September
 - a. Collect material for upcoming *MIAAA News* issue
 - b. Finalize final program for the MIAAA Fall Conference
 - c. Confirm all speakers for the MIAAA Fall Conference
 - d. Reach out to middle school athletic administrators and encourage them to join the association
 - e. Develop MIAAA Fall Conference registration brochure and forward to the MIAAA Executive Director
 - f. Offer agenda items as necessary for MIAAA Board of Directors meeting
 - g. Prepare report for MIAAA Board of Directors meeting
 - h. Attend meeting of MIAAA Board of Directors
 - i. Seek input for MIAAA report at the Maine Basketball Commission meeting
 - j. Confirm photography editor for *MIAAA News*
- D. October
 - a. Collect material for upcoming *MIAAA News* issue
 - b. Confirm final meal numbers one week prior to MIAAA Fall Conference
 - c. Confirm all technology needs for MIAAA Fall Conference
 - d. Prepare all name badges and registration packets for MIAAA Fall Conference
 - e. Develop business meeting agenda for MIAAA Fall Conference and review with President and President-Elect
 - f. Attend MIAAA Fall Conference
 - g. MIAAA Fall Conference Duties:
 - i. Organize registration table
 - ii. Set up rooms
 - iii. Signage
 - iv. Greet all participants and make final checks
 - v. Visit all sessions
 - vi. Collect information related to attendance at all sessions
 - vii. Introduce brunch speaker
 - h. Confirm date of subsequent year's MIAAA Conference with staff of Augusta Civic Center

- i. Forward presenters' PowerPoints (if applicable) to MIAAA webmaster for inclusion on MIAAA website
 - j. Attend meeting of the Maine Basketball Commission
- E. November
 - a. Collect material for upcoming *MIAAA News* issue
 - b. Submit content for November *MIAAA News* issue to All-American Sports Publishing
 - i. Around the Horn
 - ii. MIAAA Executive Director's Report
 - iii. MIAAA President's Report
 - iv. MIAAA Leadership Training Report
 - v. Fall Conference Review
 - vi. MIAAA Board of Directors Meetings
 - vii. MIAAA Financial Reports
 - viii. Ten Questions
 - ix. Upcoming Dates of Interest
 - c. Review final print of November *MIAAA News* issue
 - d. Review other states' newsletters for content, formatting, and ideas
 - e. Send thank you letters to all participants in MIAAA Fall Conference
 - f. Submit any bills related to MIAAA Fall Conference to MIAAA Executive Director
 - g. Offer agenda items as necessary for MIAAA Board of Directors meeting
 - h. Prepare report for MIAAA Board of Directors meeting
 - i. Attend meeting of MIAAA Board of Directors
 - j. Attend Spring Conference planning meeting at the Samoset Resort
- F. December
 - a. Collect material for upcoming *MIAAA News* issue
 - b. Attend National Conference for Directors of Athletics and participate in Section 1 meeting
- G. January
 - a. Collect material for upcoming *MIAAA News* issue
 - b. Offer agenda items as necessary for MIAAA Board of Directors meeting
 - c. Prepare report for MIAAA WebEx meeting
 - d. Participate in MIAAA WebEx meeting
- H. February
 - a. Collect material for upcoming *MIAAA News* issue
 - b. Submit content for February *MIAAA News* issue to All-American Sports Publishing
 - i. Around the Horn
 - ii. MIAAA Executive Director's Report
 - iii. MIAAA President's Report
 - iv. MIAAA Leadership Training Report
 - v. Spring Conference Registration/Preview
 - vi. MIAAA Board of Directors Meetings
 - vii. MIAAA Financial Reports
 - viii. Ten Questions
 - ix. Upcoming Dates of Interest
 - c. Review final print of February *MIAAA News* issue
 - d. Review other states' newsletters for content, formatting, and ideas

- I. March
 - a. Collect material for upcoming *MIAAA News* issue
 - b. Offer agenda items as necessary for MIAAA Board of Directors meeting
 - c. Prepare report for MIAAA Board of Directors meeting
 - d. Attend meeting of the MIAAA Board of Directors
 - e. Seek input for MIAAA report at the Maine Basketball Commission meeting
 - f. Attend Section 1 annual spring meeting
- J. April
 - a. Collect material for upcoming *MIAAA News* issue
 - b. Participate in MIAAA Spring Conference collation meeting
 - c. Attend MIAAA Spring Conference and assist as necessary
 - i. Registration Table
 - ii. Contact with exhibitors
 - iii. Assist chairperson for exhibitors
 - d. Establish theme for the MIAAA Fall Conference
 - e. Attend meeting of the Maine Basketball Commission
- K. May
 - a. Collect material for upcoming *MIAAA News* issue
 - b. Submit content for May *MIAAA News* issue to All-American Sports Publishing
 - i. Around the Horn
 - ii. MIAAA Executive Director's Report
 - iii. MIAAA President's Report
 - iv. MIAAA Leadership Training Report
 - v. Spring Conference Review
 - vi. MIAAA Board of Directors Meetings
 - vii. MIAAA Financial Reports
 - viii. Ten Questions
 - ix. Upcoming Dates of Interest
 - c. Review final print of May *MIAAA News* issue
 - d. Review other states' newsletters for content, formatting, and ideas
 - e. Offer agenda items as necessary for MIAAA Board of Directors meeting
 - f. Prepare report for MIAAA Board of Directors meeting
 - g. Attend meeting of MIAAA Board of Directors
 - h. Extend invitations to potential speakers for the MIAAA Fall Conference
 - i. Develop preliminary program for the MIAAA Fall Conference
 - j. Confirm attendance of the Maine Principals' Association Executive Director at the MIAAA Fall Conference
- L. June
 - a. Collect material for upcoming *MIAAA News* issue

Section 3: Assistant Executive Director for Communication and Awards (Bunky review)

- A. July
 - a. NIAAA Hall of Fame application process
 - b. Confirm meeting dates for MIAAA Bangor meetings
- B. August
 - a. Prepare minutes and agenda for August MIAAA board meeting
- C. September
 - a. Confirm NIAAA national award due dates

- b. Prepare minutes and agenda for September MIAAA board meeting
 - c. Attend MPA Interscholastic Management Committee meeting
- D. October
- E. November
 - a. Attend MIAAA Fall conference
 - b. Compose minutes at fall conference MIAAA business meeting
 - c. Provide update on awards to MIAAA membership
 - d. Attend MPA Interscholastic Management Committee meeting
- F. December
 - a. Attend NIAAA national athletic directors conference
 - b. Attend awards committee meeting at national conference
 - c. Prepare nomination forms and selection process for NIAAA awards, and provide to MIAAA membership
- G. January
 - a. Prepare NIAAA award nomination report for MIAAA board
 - b. Notify NIAAA award candidates (NFHS Citation, Distinguished Service Award, State Award of Merit, Kovaleski Award, Hall of Fame) and coordinate submittal of nomination forms with identified deadlines
 - c. Prepare minutes and agenda for January MIAAA board meeting
 - d. Prepare nomination forms and selection process for MIAAA awards, and provide to MIAAA membership
 - e. Attend MPA Interscholastic Management Committee meeting
- H. February
 - a. Prepare minutes and agenda for MIAAA board meeting (if needed)
 - b. Prepare MIAAA nomination report for board
 - c. Prepare NIAAA student-athlete essay applications for MIAAA membership
 - d. Send NIAAA award forms to state candidates
 - e. Secure signatures from MPA and MIAAA Executive Director for NIAAA award nomination forms
- I. March
 - a. Prepare minutes and agenda for March MIAAA board meeting
 - b. Notify presentation for MIAAA spring conference (if needed)
 - c. Confirm NIAAA awards selection with NIAAA office and candidates
 - d. Prepare MIAAA awards information for submittal of awards for spring conference luncheon and banquet
 - e. Confirm award information accuracy (names, school, award, etc.) and delivery date prior to conference (awards delivered to conference site)
 - f. Prepare student essay rubric
 - g. Submit MIAAA student essay winner/s to NIAAA section one
 - h. Prepare MIAAA spring conference luncheon program
 - i. Prepare MIAAA service awards and confirm with MIAAA Executive Director
 - j. Order NIAAA student-athletes essay plaques
 - k. Attend MPA Interscholastic Management Committee meeting
- J. April
 - a. Confirm MIAAA awards delivery at conference site, check for accuracy and organize for luncheon and banquet
 - b. Prepare information for MIAAA conference luncheon and banquet ceremonies
 - c. Compose minutes from the business meeting at the MIAAA spring conference

- d. Attend MPA Interscholastic Management Committee meeting
- e. Provide, compile feedback from MIAAA spring conference survey
- f. Additional duties as assigned at MIAAA spring conference
- K. May
 - a. Prepare minutes and agenda for May MIAAA board meeting
 - b. Attend NIAAA section one meeting (as needed or assigned)
- L. June
 - a. Provide names of essay award winners to NIAAA office
 - b. Picture/s of NIAAA State Award of Merit to NIAAA office
 - c. Confirm any updated regarding NIAAA awards and/or process
 - d. NIAAA Hall of Fame information to NIAAA office

Section 4: Assistant Executive Director for Leadership Training and Certification (Todd review)

- A. July
 - a. Coordinate with the MPA for the new AD workshop LTC 502
 - b. Order LTC class materials (NIAAA order form) for the new AD workshop (30 days prior to course date).
 - c. Confirm with MPA new AD workshop 502 faculty (technology).
- B. August
 - a. Prepare LTC class rosters for MPA new AD workshop.
 - b. Attend MPA new AD workshop as needed.
 - c. Send thank you letters to MPA new AD workshop LTC faculty.
 - d. Submit MPA new AD LTC class roster to the NIAAA two weeks prior to the course offering.
 - e. Provide course evaluation and accessing course completion certificate document for LTC course attendees.
 - f. Prepare and submit MIAAA LTC/Certification coordinator report and attend MIAAA BoD meeting.
- C. September
 - a. Prepare and submit MIAAA LTC/Certification coordinator report and attend MIAAA BoD meeting.
 - b. Attend the NIAAA state coordinators conference.
 - c. Coordinate MAHPHERD LTC offering.
- D. October
 - a. Submit CAA test site application for the MIAAA spring conference to the NIAAA office (prior to November 1st).
 - b. Order LTC class materials (NIAAA order form) for the MAHPHERD conference course offering (30 days prior to course date).
 - c. Confirm with MIAAA MAHPHERD faculty (technology).
- E. November
 - a. Prepare and submit MIAAA LTC/Certification coordinator report and attend MIAAA BoD meeting.
 - b. Determine spring conference LTC course offerings for MIAAA BoD approval.
 - c. Coordinate MIAAA spring conference LTC faculty.
 - d. Attend MAHPERD LTC offering as needed.
 - e. Prepare LTC class roster for MAHPERD course.
 - f. Provide course evaluation and accessing course completion certificate document for LTC course attendees.

- g. Submit MAHPHERD LTC class roster to the NIAAA two weeks prior to the course offering.
 - h. Send thank you letters to MAHPHERD LTC faculty.
 - i. Attend MIAAAA fall conference
- F. December
- a. Attend NIAAA conference and professional development state coordinators meeting.
- G. January
- a. Prepare and submit MIAAAA LTC/Certification coordinator report and attend MIAAAA BoD meeting.
- H. February
- a. Coordinate CAA test administrators for the MIAAAA spring conference.
 - b. Coordinate CAA test study session presenters for the MIAAAA spring conference.
 - c. Develop and publish (MIAAAA executive director) LTC registration form/s for MIAAAA spring conference.
- I. March
- a. Prepare and submit MIAAAA LTC/Certification coordinator report and attend MIAAAA BoD meeting.
 - b. Order LTC class materials (NIAAAA order form) for MIAAAA spring conference through the NIAAAA (30 days prior to course date).
 - c. Prepare LTC class rosters for MIAAAA conference.
 - d. Confirm with MIAAAA spring conference faculty (technology).
 - e. Prepare MIAAAA spring conference LTC class materials (course books, class rosters, classroom signs, hallway signs, projectors).
 - f. Prepare NIAAAA certification presentation for the MIAAAA spring conference.
 - g. Attend NIAAAA Section I Meeting as needed.
- J. April
- a. Attend MIAAAA spring conference.
 - b. Coordinate LTC classes at the MIAAAA spring conference.
 - i. Class Rosters
 - ii. Course Materials
 - iii. Signs (classroom and hallway)
 - iv. Coordinate with faculty to ensure all materials and technology.
 - v. Provide course evaluation and accessing course completion certificate document for LTC course attendees.
 - c. Coordinate CAA exam at MIAAA spring conference.
 - i. Review procedures with CTA's.
 - ii. Confirm submission of test materials with the NIAAAA.
 - d. Present NIAAAA certification workshop at the MIAAAA spring conference.
 - e. Send thank you letters to MIAAAA spring conference faculty.
 - f. Submit MIAAAA spring conference rosters to the NIAAAA two weeks prior to the course offering.
- K. May
- a. 30 days after CAA exam administrations, contact the NIAAAA for results.
 - b. Send personal congratulatory letter to individuals obtaining CAA certification.
 - c. Prepare and submit MIAAAA LTC/Certification coordinator report and attend MIAAAA BoD meeting.
 - d. Determine potential LTC outreach opportunities with MIAAAA BoD.

- L. June
 - a. Coordinate faculty for 502 portion of MPA new AD workshop

Article XIV: Fall Conference Organization and Responsibilities (Gary review)

Section 1: Facility Logistics

- A. Coordinate Conference
 - a. Conference Theme
 - b. Date
 - c. Facility
 - d. Room Assignments
 - e. Technology
 - f. Food/Beverage

Section 2: Conference Registration

- A. Registration Table
- B. On the spot registrations

Section 3: Conference Materials

- A. Printing/collation of materials
- B. Delivery of materials to facility

Section 4: Workshop Sessions

- A. 1st and 2nd year athletic administrators session
 - a. Coordinate presenters
 - b. Room assignments
- B. Opening Workshops
 - a. Coordinate presenters
 - b. Room assignments
- C. Concurrent Workshops
 - a. Past presidents meeting
 - b. Coordinate presenters
 - c. Room assignments
- D. First General Session
 - a. Coordinate presenter/s
 - b. Room assignment
- E. MIAAA Business Meeting
 - a. Confirm agenda
 - b. Presiders: MIAAA President, MIAAA President-Elect
- F. Brunch
 - a. Confirm guest speaker
- G. MPA Presentation
 - a. Confirm with MPA staff
- H. Second General Session
 - a. Confirm presenter
 - b. Room assignments

Article XV: Spring Conference Organization (Gerry, Gary, Bunky & Todd review)

Section 1: Facility Logistics

- A. Coordinate Conference
 - a. Dates
 - b. Facility
 - c. Room assignments
 - d. Technology
 - e. Food/Beverage
 - f. Delivery of newspapers
 - g. Post conference bill
 - h. Keys to storage areas

Section 2: Special Guests

- A. Confirm hotel reservations
- B. Coordinate conference schedule
- C. Coordinate meal tickets

Section 3: Guest Speakers

- A. Confirm hotel reservations
- B. Coordinate conference schedule
- C. Coordinate meal tickets
- D. Greet and presentation logistics

Section 4: Corporate Sponsors

- A. Connect upon arrival

Section 5: Conference Materials

- A. Printing of conference materials
- B. Packet collation meeting
- C. Delivery of materials to the facility
- D. Removal of materials at the conclusion of the conference

Section 6: Conference Registration

- A. Registration Table
- B. On the spot registrations
- C. Registration issues (hotel, payments)
- D. Conference gift

Section 7: General Sessions

- A. First General Session (Wednesday evening)
 - a. Presider
 - b. Presidents message
 - c. Conference overview
 - d. NIAAA section 1 report
 - e. Presenter
- B. Second General Session (Thursday afternoon)
 - a. Presider

- b. Presenter
- C. First time attendee workshop
- D. Wednesday afternoon sessions
- E. Wednesday evening sessions
- F. Thursday morning sessions
- G. Spouse/Guest breakfast

Section 8: Conference Luncheon

- A. Master of ceremonies
 - a. Speech
- B. Programs
- C. Invocator
- D. Reserved seating for honorees and VIP's
 - a. MIAAA scholar-athletes and their families
 - b. MIAAA essay scholars and their families
- E. Awards
 - a. Confirm delivery
 - b. Unpack and check for accuracy
 - c. Past Presidents Ring/s
 - d. Keith Lancaster Professional Development Award
 - e. Robert Boucher 7th Player Distinguished Service Award
 - f. Excellence in Middle Level Athletic Administration Award
 - g. Special Achievement Awards
 - i. Aroostook League
 - ii. Down East Conference
 - iii. East West Conference
 - iv. Kennebec Valley Athletic Conference
 - v. Mountain Valley Conference
 - vi. Penobscot Valley Conference
 - vii. Southwestern Maine Activities Association
 - viii. Western Maine Conference
 - h. Retirees
 - i. Service Awards
 - i. 30 years
 - ii. 25 years
 - iii. 20 years
 - iv. 15 years
 - v. 10 years
 - vi. 5 years
- F. Presentations
 - a. Presenters
- G. Student speeches
- H. Photographer

Section 9: Conference Banquet

- A. Master of ceremonies
 - a. Programs
 - b. Speech

- B. Invocator
- C. Reserved seating for honorees and VIP's
 - a. Media award winners and guests
 - b. Distinguished service award winner and guests
 - c. LaBrie Award winner and guests
- D. Awards
 - a. Confirm delivery
 - b. Unpack and check for accuracy
 - c. Coordinate with Leahy Award winner significant other
 - d. Print Media Award
 - e. Electronic Media Award
 - f. Distinguished Service Award
 - g. Lawrence LaBrie Distinguished Service Award
 - h. Past Presidents Special Achievement Award
 - i. State Award of Merit
 - j. NIAAA Award Nominees
 - i. Vary from year to year
 - k. Gerry Durgin Excellence in Leadership Award
 - l. Martin Ryan Award of Excellence
 - m. Robert Lahey Athletic Administrator of the Year Award
- E. Social Hour
 - a. Bar
 - b. Music
- F. Flowers
- G. Photographer
- H. Door prize drawings
 - a. Emcee/s
 - b. 50/50 drawings
 - c. Door prize drawings
 - d. National conference drawing

Section 10: Conference Breakfast

- A. Presider
- B. Invocator
- C. Guest speaker
- D. Conference evaluation
- E. MIAAA Board of Directors debrief

Section 11: Leadership Training/Certification

- A. Coordinate with LTC instructors
- B. LTC Course materials (confirm delivery and sort)
- C. LTC Course signs
- D. LTC Room preparation
- E. Technology
- F. CAA study session
- G. CAA exam

Section 12: Exhibit Hall

- A. Conference tailgate
 - a. Confirm meal plans/tickets
- B. Management
 - a. List of vendors
 - b. Floor plan
 - c. Check in with vendors
- C. Connect with Vendors

Section 13: Other

- A. 50/50 Raffle
 - a. Registration table
 - b. Other sales
- B. Door Prizes
 - a. Drum
 - b. Prize collection and storage
 - c. Drawing presenters

~~Article XVI: MIAAA Board Committees (the formation of board committees is under consideration by the board)~~

~~Section 1: Conferences (fall and spring)~~

~~Section 2: Budget~~

~~Section 3: Web site~~

~~Section 4: Awards~~

~~Section 5: Leadership Training/ Certification~~

~~Section 6: POP Manual/ NIAAA Portal~~

Article XVII: Strategic Plan

- A. Appointment of Committee will be a decision of the MIAAA board of directors well in advance of the actual date for the plan development. The committee will consist of three members representing each of the 5 classes employed in the basketball classification. Every attempt will be made to represent leagues on an equitable basis.
- B. Plan Development will consist of a one-day workshop with the intent being development of topics, explanation of the process and committee recommendations during a morning session. Later that same day, each of the three established committees (Operations, Finance and Programs) will present their suggestions to the entire committee for discussion and approval. With work concluding later in the day, we should have consensus on the content of the proposal to be prepared in draft form

for the MIAAA board to review and evaluate with guidance from the chair of each committee involved in the planning process.

- C. Once the draft proposal is approved by the board a formal vote by the membership will be conducted for the strategic plan approval at our next MIAAA Business meeting.
- D. Plans for implementing the new plan will consist of adopting the recommendations to be in effect at the start of the next fiscal year of the MIAAA

Article XVIII: Web Site

Section 1

Section 2

Section 3

Section 4

Article XIX: Awards (NIAAA and MIAAA)

Section 1: NIAAA Award Descriptions

- A. NIAAA Hall of Fame: Created to honor retired Athletic Administrators who had exemplary careers in athletic administration both prior to as well as after the formation of the NIAAA. Selection to the NIAAA Athletic Administrators Hall of Fame is a four-step process including nomination, screened by the Hall of Fame Screening Committee, rated by the NIAAA Selection Committee and finally, the NIAAA Board of Directors selects those individuals to be inducted. **The MIAAA can nominate an individual while an MIAAA individual is in the pool. The individual in the pool must be in his/her third and final year of the pool for a second nomination to take place.**
- B. Award of Merit: The highest award the NIAAA bestows to an individual. The NIAAA Board of Directors selects this recipient and the award is given only in those years when the board deems there is a candidate worthy of this honor.
- C. Frank Kovaleski Professional Development Award: Presented annually to an individual who possesses and has contributed to the vision of professional development - the legacy of Frank Kovaleski, the former NIAAA executive director who was instrumental in the creation of the Leadership Training Program. The Frank Kovaleski Award is presented annually to an NIAAA member who has made significant contributions and demonstrated excellence in professional developments at the local, state and national levels.
- D. Thomas E. Frederick Award of Excellence: A prestigious award presented annually to an NIAAA member to honor, in perpetuity, Mr. Frederick's invaluable contributions to the NIAAA. The NIAAA will annually select and honor from within its membership an individual whose loyalty to this association and contributions to the athletic directors'

profession represent excellence in achievement. By nomination of and at the recommendation of the NIAAA Past Presidents, the board annually selects one individual to receive this award.

- E. NFHS Citation: The NFHS Board of Directors selects eight athletic administrators (one from each of the eight sections) to receive this award. Recipients of this award are selected from persons nominated by their respective state athletic director associations. This award recognizes athletic administrators from across the nation who have excelled in the professions.
- F. Distinguished Service Award: Presented annually to NIAAA members, in recognition of their length of service, special accomplishments and contributions to interscholastic athletics at the local, state and national levels. Nominations are submitted by state athletic director associations, screened by the Awards Committee, and selected by the Board of Directors.
- G. State Award of Merit: Presented annually by each state to an individual who is an NIAAA member and is deemed by the state association to have performed meritorious service to the state.

Section 2: MIAAA Award Descriptions (Review all descriptions)

- A. Robert J. Lahey Athletic Administrator of the Year: Presented annually at the MIAAA spring conference banquet. The most prestigious award given by the association to an MIAAA member as the Maine Athletic Director of the Year. **More criteria and or clarification?**
- B. Martin Ryan Award of Excellence: Presented annually at the MIAAA spring conference banquet. Recognition for years of service to league, region and state. Consideration will be given to positions held, specific fundraising, committee work (MPA and league), professional development (local and state conference), years of service (must exceed 15 years) and impact on Maine athletics (special emphasis on Maine athletics). **Current board members are not eligible.**
- C. ~~MIAAA Gerry Durgin~~ Excellence in Leadership Award: Presented annually at the MIAAA spring conference banquet. Recognizes an athletic administrator whose contributions and passion are primarily focused on serving the student-athletes of Maine. The individual will also exhibit a strong commitment mentoring colleagues in the State and has provided excellence in leadership to the professions of athletic administration. **Do we need years of service (10)?**
- D. ~~MIAAA Past Presidents Rising Star Award Special Achievement~~ Award: Presented annually at the MIAAA spring conference banquet. This award goes to an Athletic Administrator who has 5 years of service or less while distinguishing him or herself in the field of Athletic Administration. The successful nominee will show a willingness to serve his or her league and/or state as well as involvement in professional development within the association.

- E. Keith Lancaster Award for Professional Development: Presented annually at the MIAAA spring conference luncheon. Recognition for contributions to interscholastic athletic through education. The criteria will be education through the following but not all inclusive:
- Presentations
 - Classes taught (classroom, conference, ITV, ATM)
 - Author, facilitator, instructor
 - Leadership Training Institute contributions
- F. Robert Boucher Award: Presented annually at the MIAAA spring conference luncheon. Recognizes the versatile athletic director job description and individuals who have committed years of service to Maine high school athletics, and its student-athletes. Given to a deserving athletic administrator who has dedicated selflessly to their community and its athletic program. Special emphasis is given to individuals who have worked behind the scenes doing necessary tasks on a day-to-day basis, while often times going unnoticed.
- G. Excellence in Middle Level Athletic Administration: Presented annually at the MIAAA spring conference luncheon. Recognizes and individual with a special emphasis on the quality work of the middle level athletic administrator who has contributed to middle school athletics in a positive manner at the local or state level. **Major consideration should go to those who work exclusively with middle level athletics. Membership is not a requirement to be a recipient for this award. If there. Is not a nominee who meets middle level criteria, then an individual with HS/MS responsibilities would be considered.**
- H. Lawrence LaBrie Distinguished Service Award: Presented annually at the MIAAA spring conference banquet. Recognizes a school/community individual who, like Larry LaBrie, made significant contributions to interscholastic athletics state-wide. Method of selection and criteria:
- Must be a good citizen of the community.
 - Nominations made by league, school or conference members or by the leagues, schools or conferences as a group.
 - Special significant contributions to interscholastic athletics at the state level.
- I. MIAAA Distinguished Service Award: Presented annually at the MIAAA spring conference banquet. Established to recognize a school/community individual who has made significant contributions to league, school or conference interscholastic at the local level. Method of selection and criteria:
- Must be a good citizen of the community.
 - Nominations should be made by league, school or conference members or by leagues, schools or conferences as a group.
 - Criteria should include special significant contributions to one's league, school or conference at the local level.
- J. MIAAA Essay Award: Annually the MIAAA will recognize one male and one female winner from the submissions of the NIAAA Scholar/Essay Application. Each winner and their parents will be invited to the annual spring conference luncheon to present their essay.

- K. Media Awards: (Electronic and Print): Presented annually at the MIAAA spring conference banquet. Presented to individuals who have demonstrated a strong commitment to interscholastic athletics in the state of Maine through the print media or the field of electronic media.
- L. League Distinguished Service Awards: Presented annually at the MIAAA spring conference luncheon. Each year, Distinguished Service Awards will be given to a deserving athletic administrator in each conference/league in the state as determined by the members from each league recognizing significant contributions to league, school or conference interscholastic athletics: Aroostook League, Down East Athletic Conference, East West Conference, Kennebec Valley Athletic Conference, Mountain Valley Conference, Penobscot Valley Conference, Southwestern Maine Activities Association, Western Maine Conference.
- M. Service Awards: Each year, athletic administrators will be recognized for their years of service as an athletic administrator in the state of Maine with the following awards:
 - a. 5 Years of Service Pins
 - b. 10 Years of Service Pens
 - c. 15 Years of Service Trays
 - d. 20 Years of Service Crystal
 - e. 25 Years of Service Clocks
 - f. 30 Years of Service Watches
- N. Past Presidents Ring: Each year a ring is presented to a past president in honor and recognition of their dedication and good work while serving as president of the MIAAA. A presenter selected by the recipient will present the ring at the annual Spring Conference luncheon.
- O. Don Dow - MIAAA Scholarship: Established in 1987 to recognize two student, a male and a female, for athletic achievement, academic excellence and school citizenship. Method of selection and criteria:
 - a. Minimum requirements shall be; in the top 20% of the graduating class, expecting to attend a post-secondary institution and have lettered in at least two different varsity sports.
 - b. Each athletic administrator of a member school, using supplemental criteria (if necessary) shall name one male and one female as a nominee.
 - c. Minimum requirements are outlined above. Other criteria and method of selection are a local option. **(one individual or either 2 boys or 2 girls?)**
 - d. From the pool of nominations submitted, one male and one female will be chosen by lottery and awarded a \$500 scholarship.

Section 3: NIAAA Award Nomination Process

- A. In December each year the MIAAA Assistant Director for Communication and Awards will distribute a nominating ballot to the membership.
- B. Nominations will be compiled and presented to the MIAAA Board of Directors at the January meeting for voting.

Section 4: MIAAA Award Nomination Process

- A. In January each year the MIAAA Assistant Director for Communication and Awards will distribute a nominating ballot to the membership.
- B. Nominees for the tier one awards (Lahey, Ryan, **Leadership Durgin**) will be sent requests for the submission of resumes.
- C. Nominations and resumes will be compiled and presented to the MIAAA Board of Directors at the first March meeting for voting on all awards.
- D. **Current board members and executive directors are not allowed to nominate other board members.**

Section 5: MIAAA/NIAAA Awards Goals and Criteria

- A. **The goal of the MIAAA/NIAAA award process is to maintain integrity in the selection of recipients that best reflect the mission and goals of the MIAAA and to select individuals who best meet the criteria for each award as established by the MIAAA.**
- B. **NIAAA Award criteria: is established by the NIAAA. The MIAAA will forward individuals names based on the criteria and that individuals' qualifications.**
 - a. **Recipients must be an NIAAA member.**
- C. **MIAAA Award criteria:**
 - a. **To receive an award the recipient must be an MIAAA member (exclusive of the awards outside the membership).**
 - b. **Individuals nominated for NIAAA awards may be considered for MIAAA awards.**
 - c. **NIAAA award nominations will be determined after the MIAAA awards are selected.**
 - d. **The MIAAA has established that an individual may only receive "one MIAAA award (exclusive of league distinguished service awards)**
 - e. **MIAAA awards will be determined in this order:**
 - i. **Tier 1 Awards:**
 1. **Robert Lahey Athletic Administrator of the Year Award**
 2. **Martin E. Ryan, CMAA Award of Excellence Award**
 3. **MIAAA Leadership Award**
 4. **State Award of Merit**
 - ii. **Tier 2 Awards**
 1. **Larry Labrie MIAAA Distinguished Service Award**
 2. **Keith Lancaster, CAA Professional Development Award**
 3. **Robert Boucher 7th Player Distinguished Service Award**
 4. **MIAAA Past Presidents Rising Star Award**
 5. **Special Achievement Award**
 6. **Excellence in Middle Level Athletic Administration Award**
 - iii. **Tier 3 Awards**
 1. **Don Dow, CAA MIAAA Scholarship**
 2. **NIAAA Student Essay Scholarship**
 3. **Media Award**
 - f. **NIAAA awards will be determined in this order:**
 - i. **NIAAA Hall of Fame**
 - ii. **NIAAA Award of Merit**
 - iii. **Thomas E. Frederick Award of Excellence**

- iv. Frank Kovalski Professional Development Award**
- v. NIAAA Bruce Whitehead Distinguished Service Award**
- vi. National Federation (NFHS) Citation**

Article XX: NIAAA Award Recipients (Bunky will update)

Section 1: NIAAA Hall of Fame

2010	Robert J. Lahey	Old Town HS	Orlando
2011	Martin E. Ryan, CMAA	Wells/Kennebunk HS	Indianapolis
2012	Gerry Durgin, CMAA	Gorham HS	San Antonio

Section 2: NIAAA Award of Merit

2010	Gerry Durgin, CMAA	Gorham HS	Orlando
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Section 3: NIAAA Frank Kovaleski Professional Development Award

2018	Gary Stevens, CMAA	Thornton Academy	????
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Section 4: NIAAA Thomas E. Frederick Award of Excellence

2016	Susan Robbins, CMAA	Yarmouth HS	Nashville
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Section 5: NIAAA Citation

1988	Robert J. Lahey	Old Town HS	Orlando
1995	Martin E. Ryan, CMAA	Wells HS	San Diego
1997	Dwight Hunter	Caribou HS	Nashville
2002	Gerry Durgin, CMAA	Gorham HS	San Antonio
2006	Don Wilson, CAA	Biddeford HS	Anaheim
2007	Jim Murphy, CAA	George Stevens Academy	Nashville
2008	Jeff Benson, CMAA	Oxford Hills HS	San Diego
2009	Gary Hoyt, CMAA	Cheverus HS	Dallas
2010	Craig Sickels, CAA	Freeport HS	Orlando
2012	Dennis Kiah, CAA	Brewer HS	San Antonio
2014	Alfred Bunky Dow, CAA	Mt. Desert Isle HS	Maryland
2016	Gary Stevens, CMAA	Thornton Academy	Nashville
2017	Colin Roy	Hall-Dale HS	Phoenix
2018	Anthony Amero, CMAA	Forest Hills HS	San Antonio
2020	Susan Robbins, CMAA	Gray New Gloucester HS	Virtual

Section 6: NIAAA Distinguished Service Award

1992	Keith Lancaster, CAA	Oxford Hills HS	Indianapolis
1994	Peter Meagher	Noble HS	New Orleans
1995	Robert J. Lahey	Old Town HS	San Diego
1997	Martin E. Ryan, CMAA	Wells HS	Nashville
2000	Gerry Durgin, CMAA	Gorham HS	San Diego
2003	Jack Hardy, CAA	Greely HS	Indianapolis
2010	Gary Stevens, CMAA	Thornton Academy	Orlando
2012	Susan Robbins, CMAA	Yarmouth HS	San Antonio
2014	Jeff Benson, CMAA	Oxford Hills HS	Maryland
2016	Todd Sampson	Edward Little HS	Nashville
2018	Bunky Dow	Mt. Desert Isle HS	San Antonio
2020	Todd Livingston, CMAA	South Portland HS	Virtual

Section 7: NIAAA State Award of Merit

1988	Robert J. Lahey, Old Town HS	1989	Peter Meagher, Noble HS
1990	Keith Lancaster, Oxford Hills HS	1991	Robert Nixon, Winslow HS
1992	Peter Brown, Jay HS	1993	Dwight Hunter, Caribou HS
1994	Martin Ryan, Wells HS	1995	Stu Foster, Monmouth Academy
1996	Keith Weatherbie, Cape Elizabeth HS	1997	Ken Roberts, Yarmouth HS
1998	Don Dow, Stearns HS	1999	Gerry Durgin, Gorham HS

2000	Ron Kenoyer, Cony HS	2001	Jim Murphy, George Stevens Academy
2002	Dennis Harmon, Sumner Memorial HS	2003	Neal Genz, Caribou MS
2004	Thor Nilsen, Yarmouth HS	2005	Gary Hoyt, Cheverus HS
2006	Murray Putnam, Southern Aroostook HS	2007	Dennis Kiah, Brewer HS
2008	Julie Treadwell, Maine Central Institute	2009	Craig Sickels, Freeport HS
2010	Ed Marshall, Madawaska HS	2011	Alfred Bunky Dow, Mt. Desert Island HS
2012	Gordon Salls, Sanford HS	2013	Phil Faulkner, Katahdin Area HS
2014	Robert Sinford, Machias HS	2015	Eugene Keene, St. Dominic Academy
2016	Jason Fuller, Lewiston HS	2017	Jeff Ramich, Brunswick HS
2018		2019	
2020	Rich Buzzell, Marshwood HS		

Article XXI: MIAAA Awards Recipients (Bunky will update)

Section 1: Robert J. Lahey - Athletic Administrator of the Year Award

1980	Dwight Hunter, Caribou HS	1981	Packy McFarland, Scarborough HS
1982	Robert Lahey, Old Town HS	1983	Dean Evans, Gorham HS
1984	Bernard Parody, Mt. Desert Island HS	1985	Bob Nixon, Winslow HS
1986	Peter Meagher, Noble HS	1987	Martin Ryan, Wells HS
1988	Stu Foster, Monmouth Academy	1989	Dick Gardner, Washington Academy
1990	Don Dow, Stearns HS	1991	Camile "Doc" Albert, Washburn HS
1992		1993	Gerry Durgin, Fryeburg Academy
1994	John White, Edward Little HS	1995	Jim Marascio, Lawrence HS
1996	Peter Brown, Jay HS	1997	Bill Connors, Hamden Academy
1998	Keith Weatherbie, Cape Elizabeth HS	1999	Ken Roberts, Yarmouth HS
2000	Jack Hardy, Greely HS	2001	Thor Nilsen, South Portland HS
2002	Doran Stout, Erskine Academy	2003	Mike Burnham, Monmouth Academy
2004	Don Wilson, Biddeford HS	2005	Gary Stevens, Bonny Eagle HS
2006	Jim Murphy, George Stevens Academy	2007	Jeff Benson, Oxford Hills HS
2008	Gary Carter, Richmond HS	2009	Craig Sickels, Freeport HS
2010	Todd Sampson, Westbrook HS	2011	Dennis Kiah, Brewer HS
2012	Gary Hoyt, Cheverus HS	2013	Susan Robbins, Yarmouth HS
2014	Alfred Bunky Dow, Mt. Desert Isle HS	2015	Gordon Salls, Sanford HS
2016	Todd Livingston, South Portland HS	2017	Jason Fuller, Lewiston HS
2018	Steve Ouellette, Gardiner HS	2019	Mike Archer, Orono HS
2020	Steve Vanidestine, Bangor HS		

Section 2: Martin Ryan, CMAA - MIAAA Award of Excellence

2006	Dwight Hunter, Caribou HS	2007	Ron Marks, Schenck HS
2008	Gary Hoyt, Cheverus HS	2009	Peter Brown, Jay HS
2010	Jim Murphy, George Stevens Academy	2011	Gerry Durgin, Gorham HS
2012	Keith Weatherbie, Cape Elizabeth HS	2013	Dennis Kiah, Brewer HS
2014	Ted Welch, York HS	2015	Don Dow, Stearns HS
2016	Craig Sickels, Freeport HS	2017	Brian Hatch, Morse HS
2018	Gary Stevens, Thornton Academy	2019	
2020			

Section 3: Gerry Durgin, CMAA - Excellence in Leadership Award

2010	Gary Stevens, Thornton Academy	2011	Susan Robbins, Yarmouth HS
2012	Dennis Kiah, Brewer HS	2013	Dennis Walton, Biddeford HS
2014	Doran Stout, Erskine Academy	2015	Jim Murphy, George Stevens Academy
2016	Alfred Bunky Dow, Mt. Desert Island HS	2017	Mike Archer, Orono HS
2018	Craig Sickels, Freeport HS	2019	
2020			

Section 4: MIAAA Past Presidents Special Achievement Award

1991	Peter Brown, Jay HS	1995	Keith Weatherbie, Cape Elizabeth HS
1996	Ken Roberts, Yarmouth HS	1997	Gerry Durgin, Gorham HS
1998	Jim Murphy, George Stevens Academy	1999	Dennis Kiah, Brewer HS
2000	Bob Cimbollek, John Bapst HS	2001	Gary Stevens, Bonny Eagle HS
2002	Dwight Hunter, Caribou HS	2003	Jeff Benson, Oxford Hills HS
2004	Gary Hoyt, Cheverus HS	2005	Sean Kennan, Winslow HS
2006	Neal Genz, Caribou HS	2007	David Heald, Presque Isle HS
2008	Paul Michaud, Fort Kent Community HS	2009	Matt Lash, Medomak Valley HS
2010	Gerald Hutchinson, Penobscot Valley HS	2011	John Bernard, Mountain Valley HS
2012	Eugene Keene, Brunswick HS	2013	Todd Livingston, South Portland HS
2014	Jason Fuller, Lewiston HS	2015	Don King, Poland HS
2016	Rich Drummond, Windham HS	2017	David Wakana, Caribou HS

2018	Mark White, Presque Isle HS	2019
2020		

Section 5: MIAAA Past Presidents Rising Star Award

2019		2020
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Section 6: MIAAA Keith Lancaster Award for Professional Development

2004	Keith Lancaster, Maine Center Sport/Coaching		
2005	Gerry Durgin, Gorham HS	2005	Martin E. Ryan, Kennebunk HS
2006	Thor Nilsen, South Portland HS	2007	Gary Stevens, Bonny Eagle HS
2008	Jim Murphy, George Stevens Academy	2009	Todd Sampson, Westbrook HS
2010	Susan Robbins, Yarmouth HS	2011	Anthony Amero, Forest Hills HS
2012	Jeff Benson, Oxford Hills HS	2013	Jeff Ramich, Leavitt Area HS
2014	Eugene Keene, St. Dominic Academy	2015	Todd Livingston, South Portland HS
2016	Rich Buzzell, Marshwood HS	2017	Mark White, Presque Isle HS
2018	Scott Walker, Gray New Gloucester HS	2019	
2020			

Section 7: Robert Boucher Award

2010	Jack Trull, Old Orchard Beach HS	2011	Phil Faulkner, Katahdin Area HS
2012	Joe Kilmartin, Catherine McAuley HS	2013	Robert Sinford, Machias HS
2014	Anthony Amero, Forest Hills HS	2015	Matt Larsen, Deer Isle Stonington HS
2016	Blair Marelli, Noble HS	2017	Chris Hughes, Sacopee Valley HS
2018	Rick Sinclair, Hermon HS	2019	
2020			

Section 8: Excellence in Middle Level Athletic Administration

2010	Dan MacLeod, Wells Junior HS	2011	Merrill Bean, Brunswick Junior HS
2012	Dale Forrest, Lewiston MS	2013	Bob Gilman, Falmouth MS
2014	Barry Stratton, Mt. Desert Island MS	2015	Tom Landberg, Gardiner Area MS
2016	Duke Madsen, King MS	2017	Douglas Ferguson, William S. Cohen School
2018	David Utterback, Brewer Community School	2019	
2020			

Section 9: Lawrence LaBrie - MIAAA Distinguished Service Award

1999	Wes Jordan, Athletic Trainer UMaine
2000	Gene Hunter, Coach/Administrator
2001	Diane Fournier, Mt. Ararat Track Coach
2002	Joe Paul, Teacher/AD/Coach
2003	Leroy Blood, KVIC Secretary/Treasurer
2004	Bob Whytock, MPA Basketball Tournament Director
2005	Mary Cady, State Cross Country
2006	Phil Mateja, Brewer High School
2007	Chisholm Ski Club, Rumford
2008	Lawrence LaBrie, Maine Principals' Association
2009	Bob White, Soccer Official/Wrestling Director
2010	Andy Nickerson, Wight's Sporting Goods
2011	Jeff Sturgis, Maine Principals' Association Assistant Director
2012	Dr. William Heinz, Sports Medicine Specialist
2013	Duffy Akerly, Swim Official
2014	Dennis Bishop, Wrestling Official
2015	Chris Sementelli, Sports Medicine Trainer
2016	Mike Haley,
2017	David Jeffrey, Brewer High School
2018	John Ryan, South Portland High School/ Maine Athletic Trainers Association
2019	

2020

Section 10: MIAAA Distinguished Service Award

1998 Gertude and Bob Butler, Heal Points/State Tournament
1999 Shirley and Mac Herrick, Gorham Athletic Boosters
2000 Joan Cyr and Claire Daigle, Stearns Athletic Boosters
2001 Bing Dicientes, Stearns Athletic Boosters
2002 Chris Bowden, Greely Athletic Booster
2003 James O'Neal, Georges Valley Transportation/Maintenance Director
2004 Ed Hardy, George Stevens Academy
2005 Paul Bertrand, Maine Central Institute
2006 Peter Gribbin, Portland High School
2007 Paul Brogan, XC/Track Coach South Portland High School
2008 William Labbe, Brunswick HS
2009 Jack Nivison, Winslow HS
2010 Richard McGee, PAL Fairfield
2011 Blaine Jack, Sanford HS
2012 Scott Whalen, Auburn Boosters/Little League
2013 Dick Lancaster, Brunswick HS
2014 Jim Poulin, Winslow Athletics
2015 Cindy Rossi-Moore, Downeast Coach
2016 Bob Philbrick, Gorham
2017 Mary Cady, PVC Track Official
2018 June Gyger, Shawnee Peak
2019
2020

Section 11: Media Awards

Electronic

Print

1997	George Hale, WABI Radio		
1998	Frank Fixaris, Big Jab Radio		
1999	Norm Karkos, WMTW	1999	Steve Soloway, Portland Press Herald
2000	Reny Clukey, Presque Isle	2000	Andy Neff, Bangor Daily News
2001	Don Wormwood, WABK Gardiner	2001	Larry Mahoney, Bangor Daily News
2002	Thomas Winston, WIDE Radio	2002	Wayne Rivet, Bridgton News
2003	Lee Goldberg, WCSH TV	2003	Jessica Bloch, Bangor Daily News
2004	Don Shields, WRKD Rockland	2004	Michael Hoffer, The Forecaster
2005	Ed Fowler, MPBN	2005	Rich Obrey, Lakes Region Weekly
2006	Bill Casavant, WCXU Radio	2006	Ernie Clark, Bangor Daily News
2007	Tim Throckmorton, WABI Bangor	2007	Don Arnold, St. John Valley Times
2008	Travis Lee, WMTW TV	2008	George Almasi, Brunswick Times Record
2009	Dale Duff, WZON Radio	2009	Kevin Mills, Sun Journal
2010	Bruce & Al Iburguen, Farmington	2010	Gloria Brown Austin, Houlton Pioneer Times
2011	Rene Cloukey, WAGM TV	2011	Kevin Sjoberg, Aroostook Republican
2012	Tobey Nelson, WZON Radio	2012	Kalle Oaks, Sun Journal
2013	Chris Popper, Blueberry Bangor	2013	Robert McPhee, Sun Journal
2014	Ken Holk, WHOU TV	2014	John Cochran, Sanford News
2015	Michael Hoffer, Forecaster	2015	Mike Lowe, Portland Press Herald
2016	Dave Eid, WGME	2016	Tom Chard, Portland Press Herald
2017	Rob Munzing, Gardiner	2017	Travis Lazarczyk, Kennebec Journal
2018	Fred Grant, WHOU	2018	Randy Whitehouse, Sun Journal
2019		2019	
2020		2020	

Article XXII: MIAAA Past Presidents

1972	John Corcoran, Portland HS	1973	Bob Stevens, Mt. Blue HS
1974	John Giffin, Orono HS	1975	Keith Lancaster, Oxford Hills HS
1976	Keith Lancaster, Oxford Hills HS	1977	Keith Lancaster, Oxford Hills HS
1978	Ron Paquette, Madison HS	1979	Ron Paquette, Madison HS
1980	Peter Story, Gardiner HS	1981	Ray Buxton, Mt. Abram HS
1982	Frank Leary, Georges Valley HS	1983	Dean Evans, Gorham HS
1984	Dean Evans, Gorham HS	1985	Bob Nixon, Winslow HS
1986	Bob Nixon, Winslow HS	1987	Peter Meagher, Cony HS
1988	Richard Gardner, Washington Academy	1989	Don Dow, Stearns HS
1990	Martin Ryan, Wells HS	1991	Stuart Foster, Monmouth Academy
1992	John Sawyer, Narraguagus HS	1993	Larry Baker, Oak Hill HS
1994	John White, Edward Little HS	1995	Dwight Hunter, Caribou HS
1996	Gerald Durgin, Gorham HS	1997	Ken Roberts, Yarmouth HS
1998	Jim Murphy, George Stevens Academy	1999	Matt Larsen, Deer Isle Stonington HS
2000	Keith Weatherbie, Cape Elizabeth HS	2001	Jack Hardy, Greely HS
2002	Don Wilson, Biddeford HS	2003	Alfred Bunky Dow, Mt. Desert Island HS
2004	Dennis Kiah, Brewer HS	2005	Doran Stout, Erskine Academy
2006	Anthony Amero, Forest Hills HS	2007	Julie Treadwell, Maine Central Institute
2008	Ed Marshall, Madawaska HS	2009	Colin Roy, Mt. Ararat HS
2010	Craig Sickels, Freeport HS	2011	Todd Sampson, Westbrook HS
2012	Jeff Benson, Oxford Hills HS	2013	Matt Lash, Medomak Valley HS
2014	Jeff Thoreck, Cape Elizabeth HS	2015	Mike Archer, Orono HS
2016	Don King, Poland HS	2017	Jeff Ramich, Brunswick HS
2018		2019	
2020			