

*2008-09 CoSIDA BOARD OF DIRECTORS
Responsibilities and Duties*

Officers

President- Nick Joos

- *Conducts BOD and officers meetings*
- *Develops agendas for meetings*
- *Works closely with ED in developing topics/issues that need/should be discussed with BOD*
- *BOD liaison with ED*
- *General chair of the annual convention*
- *Works closely with ED in establishing priorities/initiatives*
- *Works with ED to develop specific strategic plan goals and objectives for the upcoming year*
- *Works with chairs for both the University and College Division Management Advisory Committees*
- *Assigned fund raising responsibilities*
- *Works with John Humenik and Jim Seavey with regard to various aspects of the AAA program*

First-VP- Justin Doherty

- *Oversees the full development of the composite schedule for the annual convention*
- *Liaison with the Workshop Program Committee*
- *Oversees the development and scheduling of all seminars, presentations, panels and meetings for the annual convention*
- *Assigned fund-raising responsibilities*
- *Work with Larry to finalize a San Antonio Convention logo ASAP*
- *Assigned leadership cabinet/issue(s) role*
- *Possible AAA Hall of Fame role with coordinating video presentations for ceremony in San Antonio*

Second- VP- Larry Dougherty

- *Oversees the development of the full social event agenda for San Antonio convention*
- *Liaison with the Workshop Social Committee*
- *Works with marketing director with regard to planning of sponsor based social events to make sure sponsor inventory requirements are met.*
- *Assigned specific fund-raising duties and responsibilities by Marketing Director*
- *Works with marketing director as relates to fund raising aspects for social events as well as other assigned fund raising responsibilities*
- *BOD liaison/ works with Workshop Social Committee in planning/executing various aspects of convention on-site*
- *Develops and coordinates Local Organizing Committee for San Antonio Convention.*
- *Work with Justin to develop official logo for San Antonio Convention so that one is in place to use for various aspects of planning no later than Nov. 1st, 2008*
- *Works with marketing director to ensure that fund-raising “tracking chart” responsibilities are being carried out and executed.*
- *Assigned leadership cabinet/ issue(s) roles*

Third- VP- Doug Walker

- *Oversees the nomination and selection process for all organizational awards to be presented at the annual convention*
- *BOD liaison with Special Awards Committee*
- *Printed convention program editor and coordinator*
- *Assigned fund raising responsibilities*
- *Assigned committee oversight role*
- *Assigned leadership cabinet/ issue(s) roles*

Past President- One Year Removed (Charles Bloom)

- *Advisor to current President*
- *BOD liaison with University Division Management Advisory Committee*
- *Coordinate Leadership Cabinet efforts to implement continuing education initiatives*
- *Assigned fund raising responsibilities*

Past President- Two Years Removed (Doug Dull)

- *Advisor to current President*
- *Oversight/ coordinates site selection process for appropriate year (2014) /corridor (east) with Site Selection Committee, Dave and Marriott International*
- *Assigned fund raising responsibilities*
- *Works with Charles Bloom and Joe Hernandez relative to University Division Management Advisory Committee*
- *Assigned leadership cabinet/ issue(s) roles*
- *Possible AAA Hall of Fame responsibilities (video-based script)*

Past President- Three Years Removed (Joe Hernandez)

- *Advisor to current President*
- *BOD liaison/ oversees all aspects of Nominating Committee selection process*
- *Works with Charles Bloom and Doug Dull relative to University Division Management Advisory Committee*
- *Assigned fund raising responsibilities*
- *Assigned leadership cabinet/ issue(s) role*

Treasurer- Dave Wohlhueter

- *Serves as organization's Chief Financial Officer*
- *Works closely with ED to provide appropriate financial and budget based information for review with BOD*
- *Coordinates all organization financial and audit-based reports for IRS requirements*
- *Organizational liaison with and CPA firm*
- *Works closely with Doug Dull and Site Selection Committee regarding future convention city/hotel property selection for 2014 (east corridor)*
- *Responsible for coordinating various aspects of the annual convention (registration process advance and on-site, room reservations for officers, assist with room assignments for seminars and meetings, set-up Past Presidents Dinner, meals planning, hotel guarantees, overseeing convention office during the week of events, primary contact with hotel staff leading up to and during the convention).*
- *Coordinates membership-dues and renewal process*
- *Works with organization's legal firm to coordinate various reports and projects.*
- *Coordinate/respond relative to daily emails, calls and correspondence with questions about the organization from members, public, etc., regarding membership, the website, directory, etc. Make updates to the online directory as needed or requested.*

Secretary- Digest Editor (Jeff Hodges)

- *Organization's and BOD's recording secretary*
- *Edit and coordinate all aspects of the E- Digest*
- *Editorial content director for E-Digest*
- *Work with Jamie Joss as it relates to gathering, editing and coordinating all aspects of the E-Directory for website*
- *Co-coordinates with Jamie Joss editorial content for website*
- *Coordinate/respond relative to daily emails, calls and correspondence with questions about the organization from members, the public, etc., regarding membership, the website, directory, etc. Make updates to the online directory as needed or requested.*
- *Serve as historian for the organization (maintain archives of CoSIDA publications, photographs, etc.)*
- *Serve as staff photographer at CoSIDA Convention*
- *Regularly mail appropriate news, E-Digest, etc. to Past Presidents/Distinguished Alumna who perhaps are not getting that information/news via website.*
- *Work with membership/leadership/Past Presidents to compile a list of Distinguished Alums (include a short bio sketch of each). This list would be helpful in updating our membership of folks who not only have achieved within our ranks but would include those that have gone on to become AD's, conference commissioners, TV executives, and yes- even a former Commissioner of the NFL (Pete Rozelle who began his career as the SID at Univ. of San Francisco)*

Other Board of Director Appointments

Term expires in 2009

Kent Cherrington (College Division Rep)

- *BOD oversight for Allied Organizations Committee*
- *Assists Dave Reed with BOD liaison duties regarding D3-SIDA*
- *Work with Blake Timm- along with Jim Seavey- relative to BOD liaison aspects with the newly formed College Division Management Advisory Committee.*
- *Assigned convention related duties (Justin Doherty and Larry Dougherty)*
- *Work with Allied Organizations Committee to start developing a organization/profession “Resource Guide”- a listing of “topics/issues” that face college athletics that we have expertise provide input (Example- Take a topic/issue/challenge. Provide a list of people in our group who have knowledge and background to comment on that topic. That person is listed with a short bio as it relates to that topic and included is a list of seminars/presentations/ articles that involve that person). Idea would be to provide this to peer organizations in college athletics and media reps to help position us as “experts and advisors” in certain areas.*
- *Assigned fund-raising related responsibilities*
- *Work with AnnMarie Person with regard to generating web-based editorial content*

Lawrence Fan (At-Large Rep)

- *Work with ED relative to building relationships with two-year college national organizations*
- *Work with ED to generate membership growth and convention attendance among the two-year institutions*
- *BOD oversight for assigned committee*
- *Continue to work on finalizing a salary-based survey of membership*
- *Coordinate organization’s job posting services*
- *Coordinate annual job seekers function at San Antonio Convention*
- *Assigned fund-raising responsibility*
- *Work with AAA Committee regarding properly written and published nomination criteria- specifically as it relates to the two-year institutions*
- *Work with Ann Marie Person with regard to generating web-based content*
- *Leadership Cabinet role as it relates to all aspects of job-based opportunities (openings, postings, students, convention related, recruiting students, etc.)*

Will Roleson (At- Large Rep)

- *Work with Jamie Joss relative to oversight/leadership with Technology Committee*
- *Work with Jamie Joss relative to enhancing video streaming aspects of website*
- *Work with Jamie Joss relative to building web-based “membership value and services”*
- *Work with Jamie Joss relative to developing webinars for membership*
- *Assigned fund-raising responsibilities*
- *BOD liaison with Writing Committee*
- *Work with Ann Marie Person with regard to generating web-based editorial content*
- *Assist Exec. Director, Marketing Director and Online Director with regard to evaluating and establishing web-based sponsorship/partnership inventory*

Jim Seavey (College Division Rep)

- *BOD liaison with regard to working with AAA Committee as it relates to various planning aspects for AAA Hall of Fame event in San Antonio*
- *Works with John and Nick relative to various aspects of the overall AAA program*
- *Work with Blake Timm, along with Kent Cherrington, with regard to the newly formed College Division Management Advisory Committee*
- *BOD liaison with Charity/ Goodwill Committee*
- *Assists Dave Reed with BOD liaison duties regarding D3-SIDA*
- *Assigned convention relates duties (Justin Doherty and Larry Dougherty)*
- *Assigned special project/task (work with Ann Marie Person relative to a “image” based piece on the profession/organization)*
- *Work with AnnMarie Person with regard to generating web-based editorial content*
- *Assigned fund-raising related responsibilities*

Term Expires in 2010

April Emory (College Division Rep)

- *BOD oversight liaison for Publications Contest*
- *BOD liaison with BCSIDA*
- *Work with Anne Abicht as it relates to BOD liaison duties with D2-SIDA*
- *Assigned convention related duties (Justin Doherty and Larry Dougherty)*
- *Assigned special project/task (start to coordinate a organization-wide “mentors program”)*
- *Assigned fund-raising related responsibilities*
- *Work with Ann Marie Person with regard to generating web-based editorial content*

AnnMarie Person (At- Large Rep)

- *Coordinate BOD communications- based efforts*
- *BOD liaison for FAME (Female Athletic Media Relations Executives)*
- *Coordinate editorial content from BOD members for website use*
- *BOD oversight liaison for Committee on Committees*
- *Assigned convention related duties as assigned by Justin and Larry*
- *Assigned fund-raising responsibilities*
- *Coordinate project to provide “Image” based piece on the profession/organization for use on website, athletics peer organizations, athletics department staff, campus staff, students*

Dave Reed (College Division Rep)

- *BOD liaison with D3-SIDA. Kent and Jim will assist.*
- *BOD liaison oversight for Ethics Committee*
- *Assigned convention related duties (Justin Doherty and Larry Dougherty)*
- *Assigned special project/task (Work on developing a “Membership Library” for website where a member could go to get achieved stories/presentations dealing*
- *with different things- How to manage a crisis, tips on working with coaches, office management tips, etc. In short, a place where members could come for advise on a variety of matters)*
- *Assigned fund-raising related responsibilities*
- *Work with Ann Marie Person with regard to generating web-based editorial content*
- *Work with Blake Timm relative to BOD liaison duties with regard to newly formed College Division Management Advisory Committee.*

Blake Timm (At-Large Rep)

- *BOD oversight for Membership Services Committee*
- *BOD liaison, along with assistance from Jim Seavey, Dave Reed and Kent Cherrington, with regard to the newly formed College Division Management Advisory Committee*
- *Assigned convention related duties (Justin Doherty and Larry Dougherty)*
- *Chair assigned special projects/tasks with Membership Services Committee (possible projects include; piece on membership value, piece on convention value to membership, organizational style guide, assisting Dave Reed with building “Membership Library” for website)*
- *Assigned fund-raising related responsibilities*
- *Work with Ann Marie Person with regard to generating web-based editorial content*

Term Expires in 2011

Anne Abicht (College Division Rep)

- *BOD liaison with D2-SIDA. April assists with those duties.*
- *BOD liaison/oversight for Legislative Services Committee*
- *Assigned convention relates duties (Justin Doherty and Larry Dougherty)*
- *Assigned special project/task (work with April Emory on developing a organization-wide “mentors program” and with Dave Reed on “membership library” concept)*
- *Assigned fund-raising related responsibilities*
- *Work with Ann Marie Person with regard to generating web-based editorial content*

Geoff Hassard (College Division Rep)

- *BOD liaison with NAIA-SIDA*
- *BOD liaison and oversight for Scholarships Committee*
- *Assigned convention relates duties (Justin Doherty and Larry Dougherty)*
- *Assigned special project/task (work with Blake Timm on projects dealing with putting together documents as it relates to a piece on membership value, piece on convention value to membership, organizational style guide. Work with AnnMarie Person with regard to putting together a “image piece” on profession and organization)*
- *Assigned fund-raising related responsibilities*
- *Work with Ann Marie Person with regard to generating web-based editorial content*

EX- OFFICIO MEMBERS

Marketing Director - Ed Carpenter

- *Coordinates organization's complete fund-raising/sponsorship efforts*
- *Works with ED regarding new ventures/new contacts*
- *Delegates certain aspects of the fund-raising role to various members of the BOD but coordinates their efforts as it relates to initial and follow-up contacts*
- *Compiles and updates for BOD regular review a tracking system that ensures all appropriate clients are being contacted multiple times if needed*
- *Phone contact with all major and important corporate sponsors at least monthly.*
- *Coordinates a "thank-you" campaign with regard to clients*
- *"Services" all corporate and major corporate sponsors/partners.*
- *Works with ED on developing inventory ideas and sponsorship levels*
- *Works with ED to develop advertising-based revenue for all aspects of organization*
- *Liaison with chair of exhibitors committee*
- *Monitors, throughout the year, all appropriate aspects of our sponsor relations to make sure that promised inventory is being delivered and met.*
- *Coordinates sponsor "inventory" requirements throughout the year as well as at convention site*
- *Coordinates sponsor relations*
- *Coordinates sponsor requirements at convention site*
- *Liaison with IMG regarding joint advertising efforts*

Director of Online Services – Jamie Joss

- *Coordinates the complete management and operations for the organization's website*
- *Works with ED, MD and BOD with regard to advancing various aspects of the website*
- *Coordinates the organization's membership data information system*
- *Coordinates, with Sports Systems, convention online registration system*
- *Coordinates, with ICS, membership online registration process*
- *BOD oversight/leadership role (along with Will Roleson) with regard to Technology Committee*
- *Works with Treasure and Secretary-Editor with regard to the use of the data information system to ensure that each of those folks can retrieve accurate and timely information for their needs*
- *Works closely with Treasurer on membership renewals*
- *Works closely with Secretary-Editor regarding organization's annual directory to ensure accuracy*
- *Work with MD and ED on web-based sponsorship/partnership exposure and inventory*
- *Works with MD and ED on advertising and web-based sponsorship ideas/proposals*
- *Coordinates organization's blast e-mail system*

Executive Director- John Humenik

- *Organization's Chief Executive Officer*
- *Coordinate strategic planning and initiatives*
- *Coordinate strategic partnerships*
- *Coordinate relationships with peer organizations in college athletics*
- *Work with President on BOD planning aspects*
- *Work with President on agenda for scheduled meetings*
- *Work with Treasurer on financial planning/reports*
- *Work with MD on developing new corporate relationships*
- *Work with MD and BOD on developing new forms of "revenue generation"*
- *Organization spokesperson when appropriate*
- *BOD liaison with Academic All-America Committee*
- *Represent organization at various events/functions over course of year*
- *Work with BOD with regard to various aspects of planning for Convention*
- *Coordinate daily organizational management and administration*
- *Develop image-building/enhancing initiatives.*
- *Coordinate efforts to put together appropriate organizational-based manuals dealing with a variety of duties, time-lines and checklists*
- *Coordinate/respond relative to several dozens of daily emails as well as calls and correspondence with questions about the organization from members, media, sponsors, affiliate organizations, the public, etc., regarding various aspects of our organization.*