

2009-10 CoSIDA BOARD OF DIRECTORS

Responsibilities and Duties

OFFICERS

President: Justin Doherty (University of Wisconsin)

Office: (608) 262-1811

Email: jmd@athletics.wisc.edu

- Conducts Board of Directors (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 Executive Director (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
- Organizational spokesperson when appropriate
- Works with chairs for both the University and College Division Management Advisory Committees
- Assigned fund raising responsibilities
- Works with John Humenik and Dave Wrath with regard to various aspects of the Academic All-America (AAA) program
- Possible role with AAA Hall of Fame ceremony as it relates to video presentations

First VP: Larry Dougherty (Temple University)

Office: 215-204-2588

Email: larrydoc@temple.edu

- Assigned leadership cabinet/issue(s) role
- 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 for the annual convention
- Works closely with Director of External Affairs (Dir EA) Barb Kowal as it relates to scheduling, room setup and a/v needs for convention
- Works with Barb Kowal to develop the full master printed schedule for the convention
- Assigned fund-raising responsibilities
- Finalize a San Francisco Convention logo for approval

Second VP: Doug Walker (University of Alabama)

Office: (205) 348-7245

Email: dwalker@ia.ua.edu

- Assigned leadership cabinet/ issue(s) roles
- Oversees the development of the full social event agenda for San Francisco convention
- Responsible for planning of sponsor based social events to make sure sponsor inventory requirements are met.
- Work with Director of External Affairs Barb Kowal relative to event setups, signage and needs
- Coordinate assigned specific fund-raising duties and responsibilities
- Works with staff 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 Francisco Convention.
- Work with First VP Larry Dougherty to develop official logo for San Francisco Convention so that one is in place to use for various aspects of planning

Third VP: Tom DiCamillo (Pac West Conference)

Office: (480) 983-6605

Email: pacificwestconference@msn.com

- Assigned leadership cabinet/ issue(s) roles- College Division and Two-Year institution initiatives
- Oversees the nomination and selection process for all organizational awards to be presented at the annual convention
- BOD liaison with Special Awards Committee Chair
- Work with Secretary Jeff Hodges as it relates to aspects of the official convention awards program
- Assigned fund raising responsibilities
- Assigned committee oversight role

Past President (One Year Removed): Nick Joos (Baylor University)

Office: (254) 710-3043

Email: nicholas_joos@baylor.edu

- Advisor to President
- Coordinate the development of additional fiscal-based charts/reports that would assist the Board in evaluating financial matters
- Develop “operational year fiscal report” and proposed budget process and 2010-11 budget for Board approval
- Assigned fund raising responsibilities
- Board liaison with Past Presidents group
- Board liaison with Senior Athletics Communicators Council

Past President (Two Years Removed): Charles Bloom (Southeastern Conference)

Office: (205) 458-3010

Email: cbloom@sec.org

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

Past President (Three Years Removed): Doug Dull (University of Maryland)

Office: (301) 314-1482

Email: ddull@umd.edu

- Advisor to President
- Oversees all aspects of Nominating Committee selection process for 2010 convention
- Assigned fund raising responsibilities
- Assigned leadership cabinet/ issue(s) role
- Possible AAA Hall of Fame responsibilities (video-based script)

Treasurer: Dave Wohlhueter

Office: (607) 273-5891

Email: dpw5@cornell.edu

- Serves as organization's Chief Financial Officer
- Works closely with Executive Director (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 CPA firm
- Responsible for coordinating various aspects of the annual convention (registration process advance and on-site, room reservations for officers, luncheons, set-up Past Presidents Dinner, meals planning, hotel guarantees, overseeing convention office during the week of event)
- Works closely with Director of External Affairs Barb Kowal on various aspects of convention coordination.
- 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 on-line directory as needed or requested.

Secretary-Digest Editor: Jeff Hodges (University of North Alabama)

Office: (256) 765-4595

Email: sportsinformation@una.edu

Organization's and BOD's recording secretary

- Edit and coordinate all aspects of the E- Digest
- Edit and coordinate all aspects of the E-Directory
- Editorial content director for E-Digest
- Works with Bar prepare appropriate editorial content for website
- Assists Dave Wohlhueter and Barb Kowal with membership-based aspects
- Assists Dave Wohlhueter and Barb Kowal with membership dues and renewal process
- 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 on-line 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
- Editor/coordinator for annual convention awards program
- Work with membership/leadership/Past Presidents to compile a list of Distinguished Alums (include a short bio sketch of each). This list will be helpful in updating for our membership a list of former/present CoSIDA members who not only have achieved within our ranks but would include those that have gone on to become AD's, conference commissioners, TV and bowl executives, etc.

Other Board of Director Appointments

Term Expires in 2010

April Emory (College Division Rep) [Elizabeth City State University]

Office: (252) 335-3278

Email: aemory@mail.ecsu.edu

- BOD oversight liaison for Goodwill Committee
- Work with College Division Management Advisory Committee
- Board liaison, along with Rob Knox, for BCSIDA
- Assigned convention relates duties (from 1st VP Larry Dougherty and 2nd VP Doug Walker)

- Assigned special project/task (start to coordinate a organization-wide “mentors program”)
- Assigned fund-raising related responsibilities
- Work with Director of External Affairs Barb Kowal to generate web-based editorial content

AnnMarie Person (At- Large Rep) [Atlantic 10 Conference]

Office: (215) 545-6678

Email: annmarie@atlantic10.org

- BOD liaison for FAME (Female Athletic Media Relations Executives)
- BOD oversight liaison for Committee on Committees
- Assigned convention related duties (from 1st VP Larry Dougherty and 2nd VP Doug Walker)
- Assigned fund-raising related responsibilities
- Work with Barb Kowal on project to provide “Image” based piece on the profession/organization for use on website, athletics peer organizations, athletics department staff, campus staff, students
- Work with Barb Kowal with regard to generating web-based editorial content

Dave Reed (College Division Rep) [Colorado College]

Office: (719) 389-6105

Email: dreed@coloradocollege.edu

- BOD liaison with D2-SIDA
- Work with College Division Management Advisory Committee
- BOD liaison oversight for Ethics Committee
- Board liaison with Allied Organizations Committee
- Assigned convention relates duties
- Assigned special project/task (work with Blake Timm on developing a “Membership Library” for website)
- Assigned fund-raising related responsibilities
- Work with Barb Kowal with regard to generating web-based editorial content

Blake Timm (At-Large Rep) [Pacific (Ore.)]

Office: (503) 352-2161

Email: timibr@pacificu.edu

- BOD oversight for Membership Services Committee
- Work with College Division Management Advisory Committee
- Assigned convention relates duties
- Chair Membership Services Committee
- Assigned fund-raising related responsibilities
- Work with Barb Kowal with regard to generating web-based editorial content

Term Expires in 2011

Anne Abicht (College Division Rep) [St. Cloud State University]

Office: (320) 308-2141

Email: aabicht@stcloudstate.edu

- BOD liaison with D2-SIDA
- Work with College Division Management Advisory Committee
- BOD liaison/oversight for Publications Committee
- Assigned convention relates duties

- Assigned special project/task (work with April Emory on developing a organization-wide “mentors program”)
- Assigned fund-raising related responsibilities
- Work with Barb Kowal with regard to generating web-based editorial content

Geoff Hassard (College Division Rep) [SUNY-Oneonta]

Office: (607) 436-2106

Email: hassargj@oneonta.edu

- BOD liaison with NAIA-SIDA
- BOD liaison with ECAC-SIDA
- BOD liaison and oversight for Scholarships Committee
- Assigned convention related duties
- Work with College Division Management Advisory Committee
- Assigned special project/task (work 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)
- Assigned fund-raising related responsibilities
- Assigned convention related duties
- Work with Barb Kowal with regard to generating web-based editorial content

Term expires in 2012

Dave Wrath (College Division Rep) [Augustana College (Ill.)]

Office: (309) 794-7265

Email: davewrath@augustana.edu

- BOD oversight – along with Executive Director John Humenik - for Academic All-America Committee functions
- BOD liaison duties regarding D3-SIDA
- Work with College Division Management Advisory Committee
- Assigned convention related duties
- Assigned fund-raising related responsibilities
- Work with Barb Kowal with regard to generating web-based editorial content

John Paquette (At-Large Rep) [Big East Conference]

Office: (401) 453-0660

Email: jpaquette@bigeast.org

- Board liaison with ConSIDA
- Assist Charles Bloom with University Division Management Advisory Committee work
- Board liaison with National Communicators Group
- Board liaison with Writing Committee
- Assigned fund raising duties
- Assigned convention related duties
- Work with Barb Kowal with regard to generating web-based content

Joe Browning (At-Large Rep) [UNC-Wilmington]

Office: (910) 962-3236

Email: browningj@uncw.edu

- Work with Barb Kowal relative to oversight/leadership with New Media/Technology Committee
- Work with former President Charles Bloom on University Division Management Advisory Committee (coordinate D1-AAA group)
- Assigned fund-raising responsibilities
- Assigned convention related duties
- Work with Barb Kowal with regard to generating web-based content

Rob Knox (College Division Rep) [Kutztown University]

Office: (610) 683-4182

Email: knox@kutztown.edu

- BOD liaison, along with April Emory, with BCSIDA
- Board liaison with Job Seekers Committee
- Works with College Division Management Advisory Committee
- Assigned convention related duties
- Assigned fund raising duties
- Work with Barb Kowal with regard to generating web-based editorial content

EX- OFFICO MEMBERS

Barb Kowal (Director of External Affairs)

Office/Cell: (512) 739-1234

Email: barbkowal@cosida.com

- Organization's chief communications and marketing coordinator
- Works with President, officers, Board, Executive Director and other organizational staff to develop and implement a comprehensive communications and marketing plan for the advancement of the profession, organization and membership
- Organization's convention coordinator as it relates to working with the officers and Board
- Coordinates the complete management and operations for the organization's website in conjunction with ICS - CoSIDA's web management provider
- Coordinates – with Secretary/Editor Jeff Hodges- the organization's membership data information system
- Coordinates, with Sports Systems, convention on-line registration system
- Coordinates, with ICS, membership on-line registration process
- Works closely with Treasurer on membership renewals
- Works closely with Secretary-Editor Hodges regarding organization's annual directory to ensure accuracy
- Work with Executive Director John Humenik on web-based sponsorship/partnership exposure and inventory
- Coordinates job postings board
- Assigned sponsorship/fund-raising responsibilities
- Works with Board and organizational leadership to develop educational based initiatives via online avenues
- Work closely with CoSIDA's Online Community Provider - CollegeFanz Network - with regard to strategies and integration within CoSIDA's site and membership
- Coordinates various "fulfillment aspects" of the Academic All-America awards program
- Works closely with appropriate VP's and chairs of workshop, social and exhibitor committees regarding annual convention
- Works with Board and leadership of Academic All-America Committee regarding AAAHOF induction ceremony
- Board liaison with New Media/Technology Committee

Executive Director- John Humenik

Office: (352) 377-1908

Email: jhumenik@bellsouth.net

- 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
- Organization's chief fund-raiser
- Coordinate sponsorship development programs
- Responsible for developing new forms of "revenue generation"
- Board liaison with IMG as it relates to that "sales partnership"
- Work with External Affairs Director Barb Kowal on various initiatives that would advance the visibility/standing of the profession and organization
- Organization spokesperson when appropriate
- BOD liaison with Academic All-America Committee
- Represent organization at various events/functions over course of year
- Work with BOD and organizational staff 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