

## **ADDENDUM I- EXECUTIVE SECRETARIES DUTIES AND RESPONSIBILITIES**

Executive Secretary Treasurer shall receive all conference monies. The Executive Secretary Treasurer shall plan and direct all accounting and payroll activities that will result in efficient fiscal management for the Conference. All money of the ECIC shall be deposited in a bank approved by the Executive Committee under the name of Erie County Interscholastic Conference and maybe withdrawn by the signature of the Treasurer in the Conference's name.

### **DUTIES AND RESPONSIBILITIES:**

General- Recommend sound financial management policies and procedures to aid in the development of a comprehensive financial record-keeping and control program for the Conference.

- Working knowledge of Constitution, By-Laws, General Rules-Regulations and Polices
- Serve as the Parliamentarian at the Athletic Council and Athletic Directors Meetings
- Plan and implement fiscal control policies, records, and reports.
- Develop the annual budget as it relates to expenditures and revenues.
- Prepare annual and/or end-of-the year reports to applicable State and Federal Agencies as required by law.
- Serve as a liaison between the Office Staff and Member Schools, NYSPHSAA, Section VI, other Leagues, and Officials Organizations.

Payroll- Maintain efficient payroll procedures.

- Manage the employee benefit programs including health insurance, workers compensation, and unemployment insurance.
- Prepare a cost-analysis pertinent to salary agreements.
- Prepare reports to the State and Federal agencies pertinent to compensation and benefits as required by law.

Accounting- Prepare and maintain all accounting records pertaining to receipts, disbursements, and assets.

- Implement procedures to collect applicable fees and dues
- Prepare records for annual audit.
- Pay appropriate bills with a report to the Athletic Council

The League should be bonded and have all the records audited at the annual fall meeting by an approved auditing committee. The League will employ an Executive Secretary/Treasurer and Office Staff. The Executive Secretary/Treasurer will distribute copies of the treasurer's report to Athletic Directors and ECIC Officers at the meeting prior to the Council Meeting.

The Executive Secretary/Treasurer shall monitor budgets for Play-Off competitions.