

### **ADDENDUM III- THE OFFICE STAFF**

The Office Staff whose responsibilities will be determined by the Athletic Council shall:

- (a) Distribute written policies approved by the Athletic Council to all member schools and Presidents of Officials' Organizations.
- (b) Update and distribute to all ECIC Officers and Athletic Directors changes in the ECIC Constitution and Sports Regulations.
- (c) Keep President and member schools informed as to agenda deadlines and topics.
- (d) Work directly with each new President to assure continuity of administration
- (e) Distribute ECIC passes at the direction of the President according to current policy.
- (f) Print and distribute all communiqués and materials submitted and approved by the President
- (g) Print and send to each school all Athletic Council approved schedules including starting time for the following year.
- (h) Record, print and distribute agenda and minutes of all ECIC Athletic Council meetings and Athletic Director's meetings.
- (i) Print and distribute official's assignments.
- (j) Assist the President in communicating all cancellations of meetings and workshops, which involve ECIC committees.
- (k) Be responsible for all official assignments schedules to the Athletic Directors
- (l) Be responsible for the replacement, notification of cancellations and other emergencies involving official assignments.
- (m) Arbiter will be responsible for the duplication and distribution of all boys and girls officials' assignments, including site and time at least ten (10) days before the advent of that sports season to all members
- (n) Create schedules in League Central- distribute in Schedule Star and import into the arbiter.
- (o) Attend Round Table meetings, Assignor Meetings, and Auto Assign Leagues Schedules

- (p) Accept all information and materials presented to the ECIC office by the Chairperson of the Activity Boards. This information will be duplicated and disseminated to all the ECIC schools
- (q) Responsible in training the new ECIC Secretary's and Hosting yearly Secretary Meetings
- (r) Create and maintain the ECIC portion of the web-site on the Section VI web portal
- (s) Requisition and Distribute patches and shields
- (t) To be present and take minutes at all ECIC Athletic Council and Directors Minutes
- (u) Be appointed by the Athletic Council upon the recommendation of the Executive Committee.
- (v) Any additional duties will be specified by the President/Executive Secretary and approved by the Executive Committee. The Executive Committee of the Athletic Council will evaluate this in writing annually.

#### SALARY AND BENEFITS:

- Salary and benefits shall be determined through negotiations with the President. (Note: Items to be negotiated are salary, retirement, hours, health insurance, sick leave and person leave benefits.)