



# AASCA

ASSOCIATION OF AMERICAN SCHOOLS  
OF CENTRAL AMERICA

*AASCA will be a model association that develops  
democratic leadership for today and tomorrow.*

## **JOB DESCRIPTION**

### **ATHLETIC DIRECTOR RESPONSIBILITIES**

The responsibilities of the Athletic Director President include the following:

1. Maintain contact with all the Athletic Directors during the period he /she is elected for.
2. Maintain contact with organizers of athletic events to assure that the process of organizing their tournaments is going smoothly and according to plan.
3. Elaborate a report on her/his job for the period he/she was elected and be prepared to submit that report at the Athletic Directors' Conference.
4. Assure that the AASCA web page is consistently updated with pictures of the current tournaments, amendments approved by Director Generals, announcements, statistics of the tournaments, the current International rules for volleyball, basketball and soccer, AASCA rules and regulations regarding the AASCA sports, forms, etc.
5. Help the host Athletic Director prepare the Agenda for the next Athletic Directors' Conference.
6. Lead the Athletic Directors' Conference in conjunction with the host Athletic Director.
7. Send the Athletic Directors' Conference minutes (both in English and Spanish) to member Athletic Directors as soon as they are received from the Host Athletic Director. The minutes must also be sent to the current president of AASCA and to the AASCA web master to be posted on the AASCA webpage.
8. Read the Director Generals' minutes and share with other Athletic Directors any relevant information in those minutes.
9. Follow up on the recommendations made to the Director Generals by Athletic Directors and share the results of those recommendations with all Athletic Directors.
10. Update the General Statistics Record regarding soccer, volleyball, basketball and Fair Play as soon as tournaments finish.
11. Determine if a member school has a new Athletic Director (in July- August) in order to welcome him/her to the organization on behalf of all the AASCA Athletic Directors.