

JOB DESCRIPTION

DELTA RIVER LEAGUE COMMISSIONER

1.3 DELTA RIVER LEAGUE COMMISSIONER OF ATHLETICS HAS THE FOLLOWING DUTIES:

1. Keeps a complete record of all business conducted at each meeting of the league, carries on all official correspondence and performs such other duties as required of such an officer.
2. Works with the President to prepare agenda and back-up materials for all Delta River League meetings.
3. Attends each Delta River League Administrative Council meeting and serves as secretary, taking minutes, and distributing two copies of the minutes to each member school. Copies of the minutes will also be posted on the league website.
4. Administers all financial duties of the Delta River League. He/she shall take charge of all monies and deposit in a bank and pay all league bills by check. At each meeting of the league, he/she shall submit a written report of receipts and disbursements of the preceding months, including the balance on hand.
5. Attends and participates in C.I.F. Sac-Joaquin Section Board of Managers' meetings. Advises, as needed, the Administrative Council, the President, and member school personnel about the constitution and by-laws of the Delta River League, the Sac-Joaquin Section, and C.I.F., so that violations do not occur.
6. Serves as the Delta River League liaison providing correspondence with, and giving information to, people and groups within the Delta River League and organizations outside of the Delta River League.
7. Attends, upon request from the Section office, play-off committee meetings for sports involving Delta River League teams.
8. Supervises the overall development of the schedules for contests to enable athletic directors to present these schedules to the Administrative Council.
9. Helps coaches resolve scheduling conflicts, as needed.
10. Purchases/distributes All-League patches and championship banners.
11. Updates By-laws and distributes two clean replacement copies to each Delta River League School.
12. Performs tasks as directed by the Delta River League President.