

BYLAWS

ARTICLE 7

EXECUTIVE DIRECTOR DUTIES AND AUTHORITY

- 7.1** **AIA EXECUTIVE DIRECTOR** – The AIA Executive Director will serve at the pleasure of the AIA Executive Board in accordance with the terms of his/her employment contract.
- 7.1.1 The AIA Executive Director shall have the following minimum qualifications:
- 7.1.1.1 An Arizona Secondary Administration Certificate.
- 7.1.1.2 Must have at least three years administrative experience at a minimum level of an assistant principal in a secondary school or administrative experience on the state level.
- 7.1.1.3 Additional desirable experience for an AIA Executive Director includes responsibility for a school's interscholastic program, coaching and/or officiating experience.
- 7.1.2 The AIA Executive Director shall employ AIA office personnel, with the approval of the AIA Executive Board, and administer said office personnel.
- 7.1.3 Duties of the AIA Executive Director, as agent of the AIA Executive Board, shall be to:
- 7.1.3.1 Take action on matters when requested by responsible school officials.
- 7.1.3.2 Attend to the official duties pertaining to the AIA.
- 7.1.3.3 Prepare and publish an annual financial report following the audit of AIA financial accounts by an independent certified public accountant.
- 7.1.3.4 Maintain and be in charge of all AIA records.
- 7.1.3.5 Prepare agendas for AIA Executive Board and AIA Legislative Council meetings.
- 7.1.3.6 Serve as an ex-officio member of the AIA Executive Board, AIA Legislative Council and all committees appointed by the AIA Executive Board.
- 7.1.3.7 Render a ruling or state a policy, when such is requested by a responsible school official, without waiting for an AIA Executive Board meeting. Should the responsible school official not concur with the judgement of the AIA Executive Director, he/she may appeal the judgement to the AIA Executive Board.
- 7.1.3.7.1 The AIA Executive Director may require a school administrator or his/her designee to submit any request for a ruling or interpretation of the AIA Constitution and Bylaws in written form.

