

Cross Country Coaches Association
Job Description
Secretary

The Secretary shall work with the Board of Directors and the Association to promote the sport of Cross Country in the state of Texas.

Specifically, the Secretary shall be responsible for:

- Keep a current membership list on file; send this list to the Webmaster periodically to update.
- Deposit checks into the association's account.
- Attend and help at the following events: CCCAT Clinic, Texas Girls Coaches Association Clinic, State Cross Country Meet, and Congress Avenue Mile.
- Attend and keep minutes for all Board Meetings.

Cross Country Coaches Association
Job Description
Vice President

The Vice President shall work with the Board of Directors and the Association to promote the sport of Cross Country in the state of Texas.

Specifically, the Vice President shall be responsible for:

- Attend and help at the following events: CCCAT Clinic, Texas Girls Coaches Association Clinic, State Cross Country Meet, and Congress Avenue Mile.
- Organize and plan the Clinic. This includes the following:
 1. Host site for clinic.
 2. Hotel rooms and banquet hall if necessary.
 3. Technical support for presentations. (Overhead, computer, video, access, etc.)
 4. Publicity for clinic - flyer, website, email.
 5. Speakers for clinic - one keynote speaker, college, high school, junior high coaches, specialists such as sports medicine, psychologist, etc. and travel arrangements/rooms if needed
 6. Golf-tournament - around \$40/person, trophies.
 7. Contact Len Chatwin of New Balance about door prizes / t-shirts / board member shirts / speakers, etc.
 8. Coaches Social with contribution by MF Athletics - \$250/same by CCCAT.
 9. Coaches Meal for Friday evening; breakfast for Saturday morning.
 10. Coaches of the Year Plaques - (Dale Keen)
 11. Hall of Fame Trophy and Past President Trophy from Keller Trophy; contact is Butch - mention Ondrasek.

Cross Country Coaches Association
Job Description
President

The President shall work with the Board of Directors and the Association to promote the sport of Cross Country in the state of Texas.

Specifically, the President shall be responsible for:

- Attend and help at the following events: *CCCAT Clinic, Texas Girls Coaches Association Clinic, State Cross Country Meet, and Congress Avenue Mile.*
- Hall of Fame Nominations
- Scholarship Application and nominations.
- Raise money for the Association.
- UIL liaison; lobby for the organization.
- Answer email questions about the organization.

Cross Country Coaches Association
Job Description
Chief Financial Officer

The C.F.O. shall work with the Board of Directors and the Association to promote the sport of Cross Country in the state of Texas.

Specifically, the C.F.O. shall be responsible for:

- Attend and help at the following events: *CCCAT Clinic, Texas Girls Coaches Association Clinic, State Cross Country Meet, and Congress Avenue Mile.*
- Maintains accurate financial records. Writes all checks and handles all financial concerns.
- Corroborates with Paul Carozza for *Congress Avenue Mile.*
- All-State plaques from Dale Keen.

Cross Country Coaches Association
Job Description
UIL Liaison

The UIL Liaison shall work with the Board of Directors and the Association to promote the sport of Cross Country in the state of Texas.

Specifically, the UIL Liaison shall be responsible for:

- Attend and help at the following events: CCCAT Clinic, Texas Girls Coaches Association Clinic, State Cross Country Meet, and Congress Avenue Mile.
- Keep CCCAT updated with information from UIL concerning cross-country.

Cross Country Coaches Association
Job Description
Regional Directors and Past Presidents

The regional directors and past presidents shall work with the Board of Directors and the Association to promote the sport of Cross Country in the state of Texas.

Specifically, the Regional Directors and Past Presidents shall be responsible for:

- Attend and help at the following events: CCCAT Clinic, Texas Girls Coaches Association Clinic, State Cross Country Meet, and Congress Avenue Mile.