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.