



USADB Secretary

Position Description

DEADLINE: Open until filled

FROM THE EXECUTIVE BOARD MANUAL

§ 1.02: Duties of the Executive Board

1. Transact the business and administer the affairs of USADB in accordance with USADB Constitution, Bylaws and Rules and Regulations;
2. Executive Board members to represent and oversee National tournament;
3. Report its proceedings at the Team Representatives Council;
4. Appoint ad-hoc committees for matters, as it deems necessary, and appoint a chairperson of the ad-hoc committees who shall report on committee activities to the Commissioner;
5. A chairperson of the ad-hoc committees who shall report on committee activities.

§ 1.06: Secretary

The Secretary shall have the following duties:

1. keep accurate records of the meetings of the Executive Board, Executive Committee and Team Representatives Council meetings.
2. distribute copies of the last year's proceedings of Team Representatives Council meeting to all USADB Board members, Executive Committee and the members of Team Representatives Council seven (7) days prior to the USADB National Tournament.
3. distribute copies of the proceedings of board meetings to all officers within 60 days of the close of the meeting;
4. on behalf of the USADB, direct all communications for qualifying events for national and developmental teams;
5. keep a complete and accurate record of all basketball events held under the auspices of the USADB; and
6. keep track of Lifetime Pass holders
7. perform and maintain official USADB correspondence duties and records.