

December 1, 2004

**Valley Athletic Association**

**Sports Liaison-Football**

**Position Description**

The President of the VAA appoints a member of the Board of Directors to serve as a liaison for each VAA sponsored sport. The primary job functions of the Football liaison are as follows:

1. Identify potential candidates to serve as Football Commissioner and present those candidates to the Board of Directors for their approval.
2. Act as the intermediary between the Board and the Commissioner, providing guidance and assistance as required, communicating necessary information between the Board and the Commissioner and from the Commissioner to the Board.
3. Assist the Commissioner in resolving behavioral issues and any disagreements, which may arise.
4. Assist the Commissioner in updating Football rules and regulation as necessary, and presenting any changes to the VAA Board of Directors for approval.
5. Assist the Commissioner with interpretation and enforcement of the rules
6. Assist in the conduct of the Football Season. This includes assisting with the Walk-in Sign-ups, Weigh-ins, and Coaches draft of player.
7. Attendance at the Referees meeting.
8. Assist in the preparation and presentation of the Football budget.
9. Approval of all uniform and equipment purchases in excess of \$500.00
10. Participate in the VAA post-season program evaluation process per VAA Policy#PP-0001. Review the evaluations prior to the Commissioner's review.