

## **II. PERSONNEL**

### **NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**

#### **Operating Code for the Executive Director**

##### **I. Name**

The name of the personnel position shall be Executive Director of the North American Society for Sport Management (NASSM).

##### **II. Term**

The purpose of the Executive Director is to carry out the daily operational duties of NASSM. Using an open application process, the Governing Board will hire an Executive Director from a pool of candidates to serve a term of no less than three (3) and no more than five (5) years. Additional terms of three (3) to five (5) years may be approved by a majority vote of the Governing Board following satisfactory annual performance reviews.

##### **III. General Duties**

###### **A. Primary Responsibilities**

1. Attend all Governing Board (GB) meetings, special meetings, called meetings, the Conference Annual General Meeting (AGM), and any Special General Meetings (SGM)
2. Support the President in the planning of Governing Board meetings and serve as a non-voting Governing Board member
3. Receive input from the Governing Board on the desired direction of NASSM
4. Hire personnel as needed, with Governing Board approval, to help carry out the operational duties of NASSM
5. Manage the operational the duties of key personnel, such as the Archivist, Web Administrator, and Conference Academic Chair
6. Facilitate the duties of the JSM Editor and SMEJ Editor.
7. Ensure the Standing Committees of the Executive Director are completing tasks as defined by the operating code and positions are filled
8. Maintain two separate bank accounts, one for Membership funds and the other for the yearly Conference funds. Monthly statements shall be made available to the Governing Board
9. Pay all NASSM expenses
10. Maintain a permanent address for the NASSM Business Office
11. Process membership registrations in the appropriate account
12. Provide membership updates to:
  - a. Human Kinetics and pay the associated fee for new members to receive the JSM and SMEJ
  - b. TeamWork Online
  - c. Marketing and Communications Committee

###### **B. Conference Responsibilities**

1. Pursue and secure future NASSM conference sites by issuing requests for proposals as authorized by the Governing Board, serving as a resource person for prospective bidders, reviewing bids and negotiating contracts in consultation with the Conference Committee, and making recommendations regarding future sites to the Governing Board.

2. Develop and revise as necessary the NASSM Conference bid guidelines and hosting procedures that will enable the organization to host conferences in conjunction with convention and visitors' bureaus, or other entities.
3. Negotiate and finalize host site contracts as authorized by the Governing Board.
4. Ensure that the Governing Board is informed about and approves of any subsequent modifications in the host site contract.
5. Develop and administer the conference budget as authorized by the Governing Board. Ensure that the Governing Board is informed about and approves of significant modifications in the budget if necessary.
6. Work with the Conference Committee and Conference Academic Chair in the planning of the annual conference.
7. Liaise with the Marketing and Communications Committee to announce the annual conference.
8. Evaluate conference planning and implementation as well as attendee satisfaction at the end of each conference, and present these evaluation results to the Governing Board.
9. Develop detailed conference reports to be submitted to the Governing Board at each of its meetings subsequent to the awarding of the conference bid.
10. Provide on-site leadership prior to and during the execution of the conference.
11. Develop final conference reports for review by the Governing Board at the Changeover meeting at the end of the Conference that includes:
  - a. an overview of the year's activities
  - b. a budget for the annual conference
  - c. an overview of the current conference
12. Maintain a database of past conference hosts for the purpose of having a resource directory for the Conference Committee.

**C. Other Responsibilities**

1. Cooperate with NASSM Governing Board and members of standing committees in distributing Society mailings.
2. Invite the incoming President or Vice President to attend the pre-conference meeting as a non-voting member and compensate them for a half night of accommodation.
3. Prepare and present a report of activities to the Governing Board twice a year.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Conference Academic Chair

#### I. Name

The name of this personnel position shall be Conference Academic Chair of the North American Society for Sport Management (NASSM).

#### II. Term

The NASSM Conference Academic Chair will be appointed to serve a term of no less than three (3) and no more than five (5) years with an annual review being performed by the Executive Director. A call to the membership will go out when the Academic Chair's term has ended. The call to members will be sent 30 days prior to the end of the current Chair's contract.

The term is renewable. Because of the time and expertise necessary to manage NASSM conference matters, the compensation for the Conference Academic Chair will include a courtesy membership, conference registration, and a base stipend determined by the Governing Board as negotiated in the contract.

#### III. General Duties

##### A. Primary Responsibilities

1. Report to the Executive Director.
2. Serve as Conference Academic Chair for the annual conference.
3. Responsibilities include, but are not limited to:
  - a. Oversee academic program development and production of Conference proceedings.
  - b. Manage the Abstract Process, which includes:
    - i. Selecting section heads and reviewers.
    - ii. Working with the Web Administrator to configure the conference submission and review software to support the peer review process.
    - iii. Sending appreciation letters to the section heads and reviewers.
    - iv. Selecting recipients for NASSM Conference Best Reviewer Award after consultation of NASSM Conference Section Heads. Section heads will nominate individuals for the distinction. Section heads will be given the following instructions: *"This year, we are recognizing outstanding reviewers. I ask for help in identifying the reviewer or reviewers in your section who did a wonderful job. Your recommendation could be based on the number of reviews completed, and their comments to the authors. I asked them to (1) identify the strengths of the work, (2) point to areas where they might improve, and (3) any other comments that will be constructive and helpful to the author."*
    - v. The Academic Chair will notify winners along with their respective section heads via email. The Marketing and Communications Committee will distribute via email and social media.
4. Assist with promotion and management of conference registration in cooperation with the NASSM Executive Director and Web Administrator.
5. Immediately after the early registration period has expired, the Web Administrator shall verify that every accepted abstract has at least one author registered. Abstracts with no registration should be shared with the Conference Academic Chair. The Academic Chair shall coordinate with authors to ensure registration or request the withdrawal of the abstract.

6. If a registered presenter fails to deliver their presentation, the session moderator shall contact the Conference Academic Chair, who shall maintain a record of presenter no-shows for the conference and should be included in the Conference Chair's report for the fall meetings and shared with the Executive Director. The Executive Director can verify eligibility for abstract authors.
7. Authors that fail to give their presentation as scheduled in the Conference program shall be contacted by the Conference Academic Chair to determine the reason for the "no-show".
8. Sanctions: Registered presenters that fail to deliver their presentation shall be subject to disqualification from submitting an abstract the following year. After the fall meetings, the Executive Director shall communicate the one-year sanction to the respective individuals.
9. The Conference Academic Chair should document any sanctioned authors and forward the information to the Executive Director who can then verify eligibility for abstract authors.
10. Prepare a conference report for the Executive Director.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Web Administrator

#### **I. Name**

The name of this personnel position shall be Web Administrator of the North American Society for Sport Management (NASSM).

#### **II. Term**

The NASSM Web Administrator will serve a two-year consulting term of office. Additional terms may be approved by the Executive Director. Because of the time and expertise necessary to supervise the NASSM website, the NASSM Web Administrator's membership fees will be waived for each year served. This benefit can be withdrawn at any time at the discretion of the Executive Director. A call to the membership will go out when the Web Admin's term has ended. The call to members will be sent 30 days prior to the end of the current contract.

#### **III. General Duties**

##### **A. Primary Responsibilities**

1. Receive, revise, and post pertinent information on the NASSM website in a timely fashion.
2. Supervise annual online voting by NASSM membership.
3. Work closely with the Executive Director and NASSM personnel regarding updated membership information.
4. Assist the President and Governing Board, as requested.
5. Manage the conference website in coordination with the Conference Academic Chair and the Executive Director.
6. Prepare and present a report of activities to the Executive Director twice a year, who will present it to the Governing Board.

##### **B. Secondary Responsibilities:**

1. Work in conjunction with all NASSM Committees and task force members to pursue appropriate sponsorship and possible NASSM website advertising revenue.
2. Assist the Executive Director in obtaining and maintaining accurate records related to digital assets.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Archivist

#### I. Name

The name of this position shall be Archivist of the North American Society for Sport Management (NASSM).

#### II. Terms

The Archivist will serve a five-year term as part of the Executive Director's personnel. The term is renewable. A call to the membership will go out when the Archivist's term has ended. The call to members will be sent 30 days prior to the end of the current contract.

#### III. General Duties

##### A. Primary Responsibilities

1. Report directly to the Executive Director.
2. Receive from the outgoing Executive Director of NASSM all materials that relate to:
  - a. History
  - b. Programs
  - c. Governing Board Minutes
  - d. Annual General Meeting (AGM) Minutes
  - e. Financial Manager's Report
  - f. Membership List
3. Receive from the Vice President any updates to the NASSM Operating Codes.
4. Check all NASSM materials before filing, to avoid duplication. No more than two (2) copies of any material should be saved.
5. Compile NASSM material topically, then chronologically within topics.
6. Serve as a resource person for scholars and researchers desiring historical information about NASSM. Permission must be granted by the NASSM Archivist to use the Historical Files.
7. Maintain a "Biographical Reference File" as an integral part of the Historical records. A Biographical Profile should be sent to the Archivist by Governing Board members upon completion of their term of service on the NASSM Board.
8. House the Historical Archives of the NASSM in Bowling Green State University Library Archives. The historical records shall be available for review and can be reproduced but are not to be taken from their storage place.
9. Review the materials and identify missing segments and, if possible, locate them.
10. Comply with all regulations listed in the Guidelines for Retention of Materials for NASSM Official records.
11. Prepare and present a report of activities to the Executive Director annually.

##### B. Secondary Responsibilities

1. Conduct and collect, annually or as deemed necessary, video or audio recorded entries for the Oral History Project to be filed in the NASSM Archives.
2. Submit to the Executive Director an annual prospectus of those entries to be recorded within the year and present an estimated budget for the recording process.
3. The prospectus should contain an explanation of the invited participants and the projected timeline for the recordings.

4. The recordings should adhere to established guidelines (below) regarding the appropriateness of the recording, the scope of each recording, the length of each recording, and the participant's official release of the information recorded.
5. Arrange for appropriate participation in the Oral History Project.
6. Arrange with the Executive Director for video or audio taping equipment to be used for the Oral History Project at the annual NASSM Conference.
7. Include an oral history recording prospectus and an annual account of completed recorded entries, as well as an updated listing of all oral history recording entries archived, in the annual Archivist's report to the Executive Director.

**C. Guidelines for Retention of Materials for NASSM Official Records**

1. Materials that Comprise Official Archival Records:
  - a. Correspondence, reports, records, Governing Board minutes, AGM minutes, copies of programs, financial reports, membership lists, policies, codes and constitution changes and any other papers or materials of seeming historical significance, which originate from the Society's official work, and that of any of its component parts.
  - b. When there is a doubt as to whether certain materials are of archival value, the questioner shall refer the matter to the Archivist for final decision.
  - c. All official publications of the Society.
2. Rules for Treatment of Official Archival Materials:
  - a. All archival materials described above in Section III, Item A are the sole property of NASSM and Bowling Green State University and may not be surrendered to any person or persons or to any other depository than the official depository even on a temporary basis without the special permission of the NASSM Archivist.
  - b. Each single sheet and the top page of each set of papers bound together should be identified as to subject matter, date, and source by person or group of origin.
  - c. When certain materials are produced in more than one copy, one (the original) is sufficient for the Archives.
  - d. When archival materials are copied or otherwise reproduced and a copy retained by any group or person, the original belongs to the Archives.
  - e. These rules cover all materials listed in Section III, Item A.
3. Privileged Materials
  - a. Any material, which a NASSM official (i.e., Governing Board member, Executive Director, personnel) determines for any reason, should not be made public for a certain length of time may be sealed and labeled as "privileged material" with date of release stated.
  - b. All such privileged materials shall be clearly titled on the outside of the packet along with accompanying name of officer or office of origin as well as date or dates or origin of the material enclosed.
4. Time of Release of Materials to the Archives
  - a. At the close of each fiscal year all material originated in that year, which is judged to be, or archival value shall be marked President's Book for NASSM Archives.
  - b. At the close of the current President's term of office, the President's records will be retired to the Archivist of NASSM.
  - c. If there is a doubt about some materials as to whether they are of archival value, give them the benefit of the doubt (it is better to save some things not wanted later than to discard materials that may later prove of value).
5. Records neither Vital nor Official but Desirable Archives Material

- a. "Logs," diaries, memorabilia, and unofficial correspondence and records of various Board Members of NASSM, such as reports of Officer discussions, plans, controversies, and the like, may be of historical interest although they are not official records (such items are desirable additions to an Archivist for interpretations. Such papers may be turned over to the Archives at any time for date or origin to retirement or after the death of the owner and may be available for research either immediately or not until a date set by the donor or representative).
  - b. Members of the profession are invited to give to NASSM Archives their papers such as correspondence, diaries, "logs," and other mementos related to the work of the Society or profession.
  - c. These materials should be sent to the NASSM Archives as a collection labeled such as "Papers of Joan Doe" or "The John Doe Collection" and accompanied by a brief biographical sketch of the person concerned and some statement identifying the contents and dates of original collection.
6. Implementation of these Guidelines
- a. The Executive Director of NASSM shall present copies of these Guidelines to each person who, as a newcomer, becomes a member of the Governing Board, the Chair of a NASSM Committee, Commission, Council or Forum, or becomes the Society Archivist.
  - b. The NASSM Archivist shall be responsible for collecting at the close of each fiscal year and preserving for the Archives at Bowling Green State University the materials of archival value.