

**OAKLAND ACTIVITIES ASSOCIATION  
OFFICERS DUTIES**

**I. ATHLETIC CHAIRPERSON**

- A. Will schedule, develop an agenda and preside over all Athletic Division meetings.
- B. Will be responsible for representing the Athletic Division at all appropriate meetings and functions.

**II. VICE CHAIRPERSON**

- A. Will assume the duties of the chairperson in his/her absence.
- B. Will be responsible to update map book.

**III. SECRETARY**

- A. Will distribute minutes of all athletic association meetings to member schools ASAP following each meeting.
- B. Will send appropriate correspondence from the association as needed.

**IV. HISTORIAN**

- A. Will compile and provide the following to Athletic Division members:
  - 1. The final standings in each sport, by division
  - 2. The All Conference athletes as determined by the coaches
  - 3. The All Academic award winners as determined by each school
  - 4. The records (times) for individual sports, e.g., track and swimming
- B. Will release all division names to the news media.