



AAC Leadership Job Description

Stipend: Each member of leadership will receive a stipend for serving in their capacity and being actively involved. 25% of the allocated Leadership stipend per each calendar year will go to the Chair and the other members of Leadership will equally split the remaining 75%.

General Powers & Duties of the Leadership- Article IV. Section 5 of the AAC Bylaws

- Serve to guide and ensure effective communication between the AAC, members and the USOPC. Hire and supervise the AAC Executive Director.
- Schedule, organize, call, and preside over Meetings of the Membership.
- Oversee new Member orientation.
- Have the authority to make decisions on behalf of the AAC, in accordance with the AAC Bylaws regarding Approval of Actions and Elections.
- Appoint the AAC Ethics Committee and Nomination and Elections Committee, in accordance with Article VII, Section 2 of the AAC Bylaws.
- Select a member of the USOPA/AAC Joint Nominating Committee in accordance with Article VI, Section 5 of the AAC Bylaws.
- Be responsible for maintaining the AAC Bylaws, keeping the AAC accountable to its Bylaws, and interpreting the Bylaws as necessary.
- Manage the budget, business, and affairs of the AAC.

Individual Leadership Responsibilities

- Participate in:
 - Monthly leadership meetings (1-2 hour virtual)
 - Quarterly pre and post USOPC BOD Meetings with BOD Athlete Directors (1 hour virtual)
 - AAC Monthly Meetings (1 hour virtual)
 - AAC Full Body Meetings 2-3 times a year
- Respond in a timely manner to staff requests and questions on the AAC Leadership Slack Channel
- Must use their AAC assigned email communications for all AAC work and have access to a computer/tablet that will allow them to probably provide the necessary tasks of leadership including providing document feedback, reviewing meetings votes, etc.
- Serve to guide and ensure effective communication between the AAC, members and the USOPC
- Represent the AAC in other USOPC Committees, Working Groups and task forces, including attending meetings and providing written and verbal reports to the AAC as required
- Leadership members may be asked to attend other meetings which are of interest for the AAC and athletes in general



Eligibility- Article III Section 5 of the Bylaws:

- Must have previously served as a Representative or Alternate
- Leadership eligibility does not require current service in AAC
- All members must be a 10 Year Athlete, as is defined in the USOPC Bylaws
- The individual must not have been convicted of a felony.
- The individual must not have served any period of ineligibility for a SafeSport violation.
- The individual must disclose any other period of ineligibility served in sport (i.e. for discipline) and any misdemeanor convictions within the ten (10) years preceding to the USOPC¹ Ethics Committee, which shall determine whether the individual is eligible to run for election.
- The individual running for election must disclose any possible conflict of interest to the USOPC² Ethics Committee, which shall determine whether the individual is eligible to run for election. (See Conflicts of Interest Policy).

Process & Timeline:

- **By July 1.** The AAC Nominating and Elections Committee shall distribute the AAC Leadership Election process to AAC Members and Alternates, along with the AAC Bylaws and Policies, and make a reasonable effort to notify past AAC Members and Alternates who might be eligible. The process shall also be posted on the AAC website as Leadership eligibility does not require current service in AAC.
- **By August 1.** The AAC Nominating and Elections Committee shall call for self-nominations from any eligible candidate. Nominations should minimally include a written statement of intent and may include a resume or any other information pertaining to an athlete's ability to serve the Mission of the AAC as a Leader. Disclosures shall be made according to Eligibility requirements of the AAC Bylaws and the Conflict of Interest Policy.
- **By September 1.** The AAC Nominating and Elections Committee shall distribute the list of eligible nominees, along with statements of intent and other candidate submissions, disclosures, and voting instructions to all Members.
- **During the Last Meeting of the Members of the Quadrennium and Mid-Quadrennium.** The AAC Nominating and Elections Committee shall conduct an election under the approval voting procedures where the top three (3) candidates with the most votes are named to the Leadership.

¹ AAC Bylaws cite the AAC Ethics Committee, but the Committee has been dissolved and all AAC Ethics issues are under the jurisdiction of the USOPC Ethics Committee

² AAC Bylaws cite the AAC Ethics Committee, but the Committee has been dissolved and all AAC Ethics issues are under the jurisdiction of the USOPC Ethics Committee