

## PIAA Chapter Secretary of the Year Award

### Nomination Information

In conjunction with the upcoming 25<sup>th</sup> Anniversary PIAA Officials' Convention in Harrisburg, PIAA feels it is appropriate to establish an annual Chapter Secretary of the Year Award to be presented at Saturday's culminating banquet.

PIAA asks chapters, which feel it appropriate to nominate a chapter secretary deserving of this award to consider the items below concerning the nomination.

Duties of chapter secretaries are as follows:

- Record, online, the names of persons from the local or visiting chapter members who were present at the annual rules interpretation meeting, along with any coaches present.
- At the close of each sport's season, submit an End of Year Chapter Summary Report and post the upcoming sport season's meeting dates online for chapter members to view.
- Sign Chapter Affiliation Forms to verify a newly registered official's membership in the local chapter and submit the form to the PIAA Office.
- Sign and submit Inactive Status Forms to verify an official's desire to declare an inactive status.

To be nominated for this award, PIAA looks for chapter secretaries who go above and beyond the duties listed above. Those duties and responsibilities may include:

- Tremendous attention to detail
- Records kept with the utmost accuracy
- Keeping chapter members notified of chapter meeting dates and changes
- Relaying all appropriate PIAA correspondence to chapter members

Also, any community programs that the candidate is involved with should also be shared with the nomination information along with any information chapters feel may add value to the nomination. Finally, to be nominated for this award the candidate should be a supporter of PIAA and its mission to have the best educated officials working with PIAA member schools and its student-athletes.

Please submit nominations to Patrick B. Gebhart, PIAA Assistant Executive Director at [pgebhart@piaa.org](mailto:pgebhart@piaa.org) by the close of business Friday, July 12, 2019.

