

Job Description: Commissioner

Organization: Greater Portage Athletic Conference (GPAC)

Status: Independent Contractor

Reports To: GPAC Executive Board / Voting Body

Position Summary

The Commissioner serves as the Chief Executive Officer (CEO) and administrative head of the Greater Portage Athletic Conference. This individual is responsible for the day-to-day management, financial oversight, and enforcement of the GPAC Constitution and Bylaws. The Commissioner acts as a non-voting liaison between member school districts to ensure the league's mission and competitive integrity are maintained.

Essential Duties and Responsibilities

1. Executive Leadership & Administration

- **Enforcement:** Serve as the primary authority in enforcing the Constitution, Bylaws, and regulations of the GPAC.
- **Meeting Management:** Schedule all league meetings, set official agendas, and preside over the Governance Board/Executive Board meetings.
- **Strategic Planning:** Provide the Executive Board with data, research, and reports pertinent to league operations and future expansion or initiatives.
- **Committee Oversight:** Appoint members to temporary or standing committees as necessary to address specific league needs.
- **Financial Stability:** Seek sponsorship from community organizations/partners to support league operations and initiatives.

2. Financial Management (Secretary/Treasurer)

- **Fiscal Oversight:** Serve as the league Treasurer, maintaining all financial records and managing the league bank accounts.
- **Reporting:** Render detailed financial reports as requested by the Executive Board and direct an annual review of the League Treasury.
- **Documentation:** Maintain official minutes of all league meetings and distribute them to member schools (unless delegated to an Assistant Commissioner).

3. Operational Operations

- **Daily Management:** Manage the day-to-day business operations of the conference as an independent contractor.
- **Collaboration:** Work collaboratively with the League President, Vice-President, and Athletic Directors to carry out duties assigned by the Conference.
- **Liaison:** Act as the primary point of contact for the state athletic association (OHSAA) regarding league matters.

4. Governance & Voting

- **Voting Status:** Serve as a non-voting member of the Governance Board, except in the specific instance of a tie among member schools, in which case the Commissioner shall cast the deciding vote.

Terms of Employment

- **Contract Length:** The Commissioner shall serve a two-year contract term.
- **Evaluation:** Performance will be evaluated every two years by the Voting Body/Superintendents of the member schools.
- **Succession:** In the event of absence or incapacitation, the Commissioner's duties will be assumed by the Assistant Commissioner/Treasurer.

Qualifications

- Strong knowledge of high school athletic administration and state athletic association rules.

- Experience in financial management, budgeting, and record-keeping.
- Excellent communication and conflict-resolution skills.
- Ability to remain neutral and objective while representing the collective interests of all member schools.