

SAMPLE ANNUAL MEETING NOTICE

USATF ASSOCIATION __ (YEAR) __ ANNUAL MEETING

(Day), (Date), (Year)

(Time) (Multiple times if multiple events are being held)

(Location and an address which should work on an Internet mapping service)

Directions: *Provide directions for those without Internet access.*

The Annual Meeting of the Association provides individual and club members an opportunity to elect the Board of (Director)(Governors)(Trustees) that works on behalf of the membership throughout the year, coordinating road running, track & field, cross country, race walking, and mountain running activities, for all ages. The meeting also provides a forum to voice opinion, ask questions, and work with the sport.

All USATF members age 18 and over, are members of a club or unattached, have a vote at this meeting. They must have been a member as of the first day of the month preceding the meeting (except renewals from the previous year).

Key items at the business meeting are election of all officers and sports committee chairs, approval of Bylaw changes, and review of the year's programs.

Incumbents and responsibilities of the various positions that are to be elected are detailed below. Anyone interested in running for, or requesting additional information on, an Association officer or board position may contact the Association President.

6:00-6:45 PM	Sign in and social time
7:00 PM	Business Meeting Establish Quorum Opening Remarks • President Managing Director's Report Treasurer's Report Reports by Officers and Sports Committee Chairs <i>For efficiency, written reports will be available.</i> Elections • All Board positions (see below) Bylaw change discussion and voting • See separate file President's Awards Presentation Election of delegates to USATF Annual Meeting New and Continuing Business Adjournment

ELECTIONS - POSITIONS OPEN

OFFICERS - *All are elected for a one-year term*

President	Incumbent: (if any) Duties: Preside at all meetings, speak for the Association, ensure business and programs are carried out
Vice President	Incumbents: (if any) Duties: Up to three may be elected to carry out projects as assigned by the President
Secretary	Incumbent: (if any) Duties: To record minutes of all meetings and to serve as a communications conduit.
Treasurer	Incumbent: (if any) Duties: Prepare financial reports, tax returns, review accounts, and oversee budget.

SPORTS COMMITTEE CHAIRS - *All are elected for a one-year term*

Long Distance Running	Men - Incumbent: (if any) Women - Incumbent: (if any) Masters - Incumbent: (if any)
Track & Field	Open - Incumbent: (if any) Masters - Incumbent: (if any)
Cross Country	Incumbent: (if any)
Mountain/Ultra/Trail Running	Incumbent: (if any)
Race walking	Incumbent: (if any)
Youth Athletics	Incumbent: (if any)

Chair responsibilities include:

- Attend Board meetings and organize meetings pertaining to their sport as needed
- Arrange for the conduct of championships and attend championships
- Help promote events and avoid scheduling conflicts within the various sports
- Adjudicate problems and/or protests in regards to competition
- Work to establish development programs and clinics which will increase participation in and the quality of the sport
- Work with the Association office in securing sponsorship for and conducting of events as appropriate
- Work as a team with other sports chairs

ATHLETE REPRESENTATIVES

Incumbent: (if any)	Three positions elected for one-year terms
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Athlete responsibilities include:

- Attend monthly Board meetings
- Serve as liaison between athletes, events, and Association
- Report feedback from athletes regarding events/management, programs, clinics, schedules to the board
- Attend championships and other events and assist in adjudication of problems and/or protests in regards to competition
- Work as a team with the sports chairs and assist with planning and implementation of development projects