



## North Dakota High School Coaches Association



### NDHSCA Sports' Advisory Committee Duties & Responsibilities

#### A. General duties and responsibilities

1. Represent all coaches throughout the state in the assigned sport
2. Coordinate regional or area meetings for statewide input
3. Schedule and organize coaches' meetings at state contests
4. If needed, survey or seek information for recommendations
5. Attend the annual NDHSAA Sports' Advisory Committee Meeting

#### B. NDHSCA Convention

1. Attend NDHSCA Convention
2. Attend NDHSCA Sports' Advisory Committee Meeting at the convention
3. Petition coaches in your sport to attend the Advisory Committee Meeting at the convention
4. Make a concerted effort to contact all coaches to attend the convention and the Advisory Committee meeting at the convention
5. Conduct the Advisory Committee Meeting at the Convention with one member of the committee to take minutes and file the minutes with the NDHSCA Executive Secretary
6. Serve as a Liaison to the NDHSCA Executive Committee
7. Solicit potential speakers for respective sport during Convention Meeting and submit suggestions to the NDHSCA Executive Secretary
8. Serve as a source of distribution of suggested Advisory Committee Topics to all coaches of respective sport

#### C. Preparation for NDHSCA Advisory Committee Meeting in Valley City

1. Review suggested topics with Advisory Committee Members
2. Submit survey to all coaches in respective sport for direction for each topic

#### D. Attend NDHSAA Advisory Committee Meeting in Valley City

1. Send Advisory Committee minutes to every coach in respective sport
2. Send rationale and briefing to Athletic Review Members to solicit support for sport's recommendations

Advisory Committee appointment is a **THREE TO FOUR YEAR** commitment. Appointments will be made at the July NDHSCA Executive Committee Meeting or by the Individual Sports Groups.

**If you are not willing to serve on the Advisory Committee, please contact me immediately!**

**Randy Johnson**  
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