

- Receiving notification concerning new officials who have passed their test and indicated interest in affiliating with the chapter. A form is generally sent through the secretary from the new official and passed back to PIAA
- Recording on the PIAA website, once a determination is made by the Executive Committee, the date, place and time of the annual Rules Interpretation Meeting for the following year – as well as the dates and locations of planned chapter meetings. That information should be determined and posted as soon as possible after the close of each season.
- Keeping attendance of each meeting through entry in the proper location of the PIAA website within one week of each meeting. That includes recording attendance for each coach who attends the Annual Interpretation Meeting and separately recording the attendance at that meeting or any other chapter meeting of visiting officials from other chapters. That is accomplished by adding visiting officials temporarily to the role for that specific meeting by looking them up on the website. Arrangements need to be made to have coaches sign in and record their attendance at the Rules Interpretation Meeting. Sheets for this purpose are downloadable from the PIAA website.
- Submitting forms for any official desiring to enter “inactive” status for one (1) year at a time (for a maximum of two consecutive seasons).
- Making all attempts to insist that retiring officials fill out appropriate forms (obtainable on the PIAA website) and submit. These must be signed by the retiring official and chapter secretary and forwarded to the PIAA office. If an official has indicated that he/she will no longer be serving and has not paid PIAA and does not submit the paperwork, then the officials secretary at the PIAA office should be contacted about removing that person from the chapter roster.
- Submitting “End of the Year Report” within seven (7) days of the final chapter meeting. That report lists the chapter officers for the following year.
- Maintain email communication with all members with reminders of important notices, as well as upcoming meetings or other necessary information and announcements.
- Personally post (or coordinate with separate website supervisor and recording secretary) all meeting and meet dates as well as meeting minutes.