

DIVISIONAL ADMINISTRATOR RESPONSIBILITIES – EXPECTATIONS

JOB SUMMARY:

Coordinate with the, the Executive Stewards, the Club Racing Board, and Manager of Club Racing, for the execution of your specialty and its' practices and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In conjunction with the Executive Stewards, advise the Specialty Chiefs.
- Consult with the Executive Stewards on the transition of Specialty Chiefs.
- Establish an effective training program.
- Ensure personnel have training materials and the approved specialty manual available.
- Collect and communicate information related to the policies, practices and concerns of your specialty: work to ensure operational consistency within your Division.
- Stay abreast of technological advances as related to your specialty. Communicate findings as seen fit.
- Establish an effective recruiting program.
- Resolve licensing issues within your specialty, within your division.
- When able, participate in conference calls, meetings and e-mail exchanges.
- When able, travel to different tracks, within the division, to assist, monitor and train personnel.
- Be PRO-Active with all personnel.
- Do not limit yourself to speaking and solving problems with just Specialty Chiefs. Keep an open door to all personnel to answer questions and provide guidance.
- Develop mentoring process for successor.

EXPECTATIONS FOR PARTICIPATION:

- Communicate at least once a quarter with Specialty Chiefs.
- When possible, attend the SCCA National Convention.
- Attend Divisional meetings.
- Support the Chief of Specialty for Runoffs and if possible, it is highly encouraged that you attend the Runoffs.
- Establish OPEN COMMUNICATIONS with license holders and Club Leadership.

WHO YOU REPORT TO:

Executive Stewards

TERM:

Normally serve 3-4 years, subject to annual appointments and approvals.