

APPENDIX B Duties of the Commissioner

1. Administrative Duties of the Commissioner. The Commissioner is the chief administrative officer of the conference and, as such, is responsible for coordinating all financial matters, records, publicity, promotion, and all other administrative duties necessary for the effective operation of the conference.
2. Disciplinary Authority of the Commissioner. The Commissioner shall have the authority to take disciplinary action, short of expulsion, against conference members for violation of conference or NAIA rules. Any appeal of a decision by the Commissioner shall be made to the Executive Committee of the Board of Directors.
3. Commissioner's Ex-Officio Roles. The Commissioner shall serve as an ex-officio, non-voting member of the Board of Directors, the Executive Committee of the Board, the Athletic Directors Council, the Faculty Athletic Representative Council and the Executive Committees of both Councils. The Commissioner shall bear special responsibilities for effective communication between the Athletic Directors Council, Faculty Athletic Representatives Council and the Board of Directors.
4. Receive and hold all conference funds; and, upon proper authorization, paying all expenses of the conference.
5. Present to the Board of Directors and Athletic Directors Council an annual financial report.
6. Prepare and submit to the Board an annual budget for conference operation.
7. Commissioner may hire a Supervisor of Officials and pay the person the amount authorized by budget appropriations.
8. Arrange for rules clinics for coaches and officials.
9. The Commissioner shall hire and supervise a Conference Statistician and Sports Information Director for both men and women sports and pay the person the amount authorized by budget appropriations.
10. The Commissioner shall pay the Conference Eligibility Chairman and pay the amount authorized by budget appropriation.
11. Purchase and distribute the various awards authorized by the members.
12. Coordinate the DAC Basketball play-offs and preparing the financial reports for the NAIA and the DAC.
13. Assign sports portfolios to Athletic Directors.

14. Assisting Sports Committees and Athletic Directors in the development of master schedules for Conference sports.
15. Issuing calls and agendas for the conference meetings, and distributing minutes of all meetings.
16. Interpret conference and NAIA regulations, and serving as the enforcement officer of the conference.
17. Keep the Conference Constitution and Sports Handbooks up-to-date.
18. Maintain appropriate relationships with the NAIA and supply information when appropriate.
19. Respond to requests for printed materials and records.
20. Supply appropriate information to professional publications.
21. Represent the interest of the DAC in Regional and NAIA Affairs.
22. Distribute lists of athletes that have signed letters of intent to all member schools.
23. Prepare, print and distribute the appropriate number of passes and DAC directories to each institution.
24. The Commissioner shall receive a variety of reports from member schools. They include but are not limited to:
 - a. Eligibility reports.
 - b. Season end competition reports.
 - c. Hardship cases.
 - d. Reports on All-Conference selections and other awards in sports where appropriate.
 - e. Minutes of the Athletic Director's Council, Coaches' Committees, Faculty Athletic Representative's Council and all permanent or formed Committees.
 - f. Schedules of all sports.
 - g. Signed Letters of Intent.
 - h. NAIA Institutional Financial Aid Reports.
25. The Commissioner shall serve as liaison between Conference and representatives of the press, radio and television.
26. Maintain vigilance and work toward preventive measures concerning institutional or individual sportsmanlike conduct inappropriate to the philosophy of the member educational institutions.