

- A. **DIRECTOR.** The TAPPS Executive Board appoints a person to serve at its pleasure as the Director of Texas Association of Private and Parochial Schools. The Director is an employee of TAPPS.
- B. **SUPERVISION.** The Director of TAPPS has the responsibility:
 - 1. to serve as the chief administrative officer of TAPPS;
 - 2. to employ, in accordance with all applicable employment policies of the TAPPS Executive Board, all TAPPS staff and consultants;
 - 3. for day to day operation of TAPPS state organization;
 - 4. to work within the guidelines set by the TAPPS Constitution, By-Laws, Contest Rules and Executive Board;
 - 5. to work closely with the TAPPS Executive Board President on contractual and fiscal matters, board meeting agenda, and other association business;
 - 6. for the administration of all events/contests sponsored;
 - 7. to prepare the annual budget for TAPPS and submit for approval to the TAPPS Executive Board;
 - 8. to take such other, further, and reasonable actions that are necessary or desirable under and consistent with:
 - a. the binding actions taken by the TAPPS Executive Board;
 - b. the TAPPS Constitution, By-Laws, and Contest Rules;
 - c. the law.
- C. **ASSOCIATE DIRECTOR.** The TAPPS Executive Board appoints a person to serve at its pleasure as the Associate Director of the Texas Association of Private and Parochial Schools. The Associate Director is an employee of TAPPS.
- D. **SUPERVISION.** The Associate Director has the responsibility:
 - 1. To assist the TAPPS Director in the day to day operation of the Association;
 - 2. To act as the chief administrative officer of TAPPS in the absence of the Director;
 - 3. To become familiar with the duties of the TAPPS staff;
 - 4. To perform those duties assigned by the Director;
 - 5. To be considered for the role of TAPPS Director when that position is available.