



NCAA Academic and Membership Affairs (AMA) Division II Team

[Updated: June 1, 2017]

Stephanie Quigg Smith, Director	Amanda Conklin, Associate Director [Membership/Championships]	Karen Wolf, Associate Director [Legislation/Academics/Legislative Relief]	Geoff Bentzel, Assistant Director [Legislation/Legislative Relief]
<ul style="list-style-type: none"> <li>Oversee the work and projects of the AMA Division II team (e.g., academics, membership, interpretations, waivers).</li> <li>Manage the Division II legislative process and Division II publications (e.g., Manual, Official Notice).</li> <li>Provide legislative and interpretive support to the Division II Presidents Council and Management Council.</li> <li>Oversee AMA Division II education initiatives.</li> <li>Serve as a liaison between AMA and the Division II governance staff.</li> <li>Oversee AMA outreach efforts to the Division II Conference Commissions Association and Athletics Directors Association.</li> <li>Serve as the primary liaison to the Division II Athletics Directors Association Regulatory Advisory Group.</li> <li>Serve as a liaison between AMA and the communications, enforcement and office of legal affairs staffs regarding Division II issues.</li> <li>Serve as a liaison to the National Association of Basketball Coaches for Division II coaches.</li> <li>Over 13 years of service with the national office.</li> </ul>	<ul style="list-style-type: none"> <li>Serve as a liaison between AMA and the Division II governance staff providing support to the Division II Management Council and Presidents Council.</li> <li>Work with the liaisons to the Division II Membership Committee to provide support for membership issues and initiatives.</li> <li>Serve as a secondary liaison to the Division II Championships Committee and provide legislative support to the national governing sport committees.</li> <li>Serve as an AMA Division II team lead.</li> <li>Handle Division II interpretations and legislative relief waivers.</li> <li>Serve as a conference contact for Division II conferences.</li> <li>Manage membership work and projects including education, administration of the Institutional Performance Program, Institutional Self-Study Guide and Compliance Blueprint Program.</li> <li>Serve as a liaison to and member of the Division II National Association for Athletic Compliance Committee.</li> <li>Participate as an active member of the AMA management team and supervise assigned personnel.</li> <li>Approximately nine years of service with the national office.</li> </ul>	<ul style="list-style-type: none"> <li>Serve as a liaison between AMA and the Division II governance staff providing legislative and interpretive support to the Division II Management Council and Presidents Council.</li> <li>Serve as a primary drafter of Division II legislation and serve as a member of the AMA legislation team.</li> <li>Serve as the primary liaison to the Division II Legislation Committee.</li> <li>Serve as the primary liaison to the Division II Committee for Legislative Relief.</li> <li>Work with the liaisons to the Division II Academic Requirements Committee to provide support for academic issues and initiatives.</li> <li>Serve as an AMA Division II team lead.</li> <li>Handle Division II interpretations and legislative relief waivers.</li> <li>Administer the Division II Conference Contact Program and serve as a conference contact for Division II conferences.</li> <li>Serve as a liaison between the AMA staff and the Eligibility Center amateurism certification and secondary enforcement staffs regarding Division II issues.</li> <li>Serve as a liaison to the Women's Basketball Coaches Association for Division II coaches.</li> <li>Participate as an active member of the AMA management team and supervise assigned personnel.</li> <li>Over four years of service with the national office.</li> </ul>	<ul style="list-style-type: none"> <li>Serve as a secondary liaison to the Division II Legislation Committee.</li> <li>Serve as the primary liaison to the Interpretations Subcommittee of the Division II Legislation Committee.</li> <li>Serve as a secondary liaison to the Division II Committee for Legislative Relief.</li> <li>Drafter of Division II legislation and member of AMA legislation team.</li> <li>Oversee the development and administration of the Division II Coaches Certification Exam.</li> <li>Handle Division II interpretations and legislative relief waivers.</li> <li>Provide support with the development of educational tools and resources for the membership.</li> <li>Serve as a conference contact for Division II conferences.</li> <li>Serve as a liaison between AMA and the Division II governance staff providing legislative and interpretive support to the Division II Management Council and Presidents Council.</li> <li>Serve as a liaison to the American Football Coaches Association and the U.S. Track &amp; Field and Cross Country Coaches Association for Division II coaches.</li> <li>Less than one year of service at the national office.</li> </ul>

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<b>Susan Britsch, Assistant Director [Academics/Education/Membership]</b>	<b>Chelsea Crawford, Assistant Director [Legislation/Legislative Relief/SAAC]</b>	<b>Angela Red, Assistant Director [Membership]</b>	<b>Angela Tressel, Assistant Director [Education/Academics/Membership]</b>
<ul style="list-style-type: none"> <li>• Serve as the primary liaison to the Division II Academic Requirements Committee.</li> <li>• Serve as a secondary liaison to the Division II Membership Committee.</li> <li>• Provide support with the development of educational tools and resources for the membership.</li> <li>• Handle Division II interpretations and legislative relief waivers.</li> <li>• Over three years of service at the national office.</li> </ul>	<ul style="list-style-type: none"> <li>• Serve as a secondary liaison to the Division II Committee for Legislative Relief.</li> <li>• Serve as a secondary liaison to the Division II Legislation Committee.</li> <li>• Serve as the primary liaison to the Legislative Review Subcommittee of the Division II Legislation Committee.</li> <li>• Serve as a secondary liaison to the Division II Student-Athlete Advisory Committee providing legislative and interpretive support.</li> <li>• Drafter of Division II legislation and member of AMA legislation team.</li> <li>• Provide support with the development of educational tools and resources for the membership.</li> <li>• Oversee development and maintenance of Division II compliance forms.</li> <li>• Handle Division II interpretations and legislative relief waivers.</li> <li>• Serve as a conference contact for Division II conferences.</li> <li>• Over two years of service at the national office.</li> </ul>	<ul style="list-style-type: none"> <li>• Serve as a secondary liaison to the Division II Membership Committee.</li> <li>• Serve as the primary contact for the Division II Compliance Blueprint Program.</li> <li>• Handle Division II interpretations and legislative relief waivers.</li> <li>• Serve as a conference contact for Division II conferences.</li> <li>• Serve as a liaison to the Coaches Connection group for Wrestling.</li> <li>• Serve as a liaison to the Division II Conference Commissioners Association Compliance Administrators.</li> <li>• Coordinate the conference compliance administrators' meeting.</li> <li>• Less than one year of service at the national office.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage day-to-day oversight of Division II membership education and outreach initiatives.</li> <li>• Serve as a secondary liaison to the Division II Academic Requirements Committee.</li> <li>• Serve as a secondary liaison to the Division II Membership Committee.</li> <li>• Serve as a liaison between the AMA Division II team and the Student-Athlete Reinstatement staff.</li> <li>• Handle written and verbal interpretations.</li> <li>• Process legislative relief waivers.</li> <li>• Serve as a conference contact for Division II conferences.</li> <li>• NCAA Program Hub User Group Member.</li> <li>• Serve as the primary liaison to the Men's and Women's National Soccer Coaches Association of America and Division II Men's and Women's Lacrosse coaches.</li> <li>• Serve as a secondary liaison to the National Association of Basketball Coaches for Division II coaches.</li> <li>• Supervisor of AMA Division II intern.</li> <li>• Two years of service at the national office.</li> </ul>

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<b>Kelley Sullivan, Administrative Assistant</b>	<b>Jill Waddell, Administrative Assistant</b>
<ul style="list-style-type: none"> <li>• Support the Division II Academic Requirements Committee and Membership Committee.</li> <li>• Support AMA administrators: Angela Red and Angela Tressel.</li> <li>• Over 12 years of service with the national office.</li> </ul>	<ul style="list-style-type: none"> <li>• Member of the AMA legislation team – assist in updating LSDBi: tracking proposals, adding new, deleting and revising existing proposals; preparing the legislative supplements for the Management Council; Division II Manual updates; Division II legislative publication preparation; and training of all divisional legislation support staff members in drafting proposals, LSDBi and mailings.</li> <li>• Support staff lead for posting items to LSDBi including adding announcements, educational columns and interpretations.</li> <li>• Support the Division II Committee for Legislative Relief, Legislation Committee and Membership Committee.</li> <li>• Support AMA administrators: Stephanie Smith, Amanda Conklin and Karen Wolf.</li> <li>• Over 17 years of service with the national office.</li> </ul>