



Regional Secretary

Purpose

The AYSO volunteer position of the regional secretary is intended to help with regional matters as needed.

Specific Duties and Responsibilities

The regional secretary is expected to:

1. Organize and schedule regional meetings;
2. Record minutes of the region meetings and transcribe them for distribution to the regional staff; and
3. Attend region meetings (about eight per year) to record minutes, and perform other duties as required.

Qualifications and Desired Skills

To be considered for the position of the regional secretary, the applicant should:

1. Have good computer/typing skills;
2. Be able to take notes at meetings;
3. Have some knowledge of AYSO; and
4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the regional secretary, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the regional commissioner; and

3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a regional secretary is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of the regional secretary, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the regional commissioner;
1. Board and Staff Introductory Certification (BASIC);
2. AYSO Safe Haven Program; and
3. Appropriate Management workshops.

Activity Locations

While performing the duties of the regional secretary, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional meetings;
2. The annual Section Conferences;
3. Assigned classroom locations;
4. Regional sponsored activities; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.