AYSO safe haven

Regional Commissioner Secretary

Purpose

The AYSO volunteer position of regional commissioner secretary is intended to assist the regional commissioner with the board duties.

Specific Duties and Responsibilities

The regional commissioner secretary is expected to:

1. Assist the regional commissioner in directing monthly board meetings, instituting regional policies, interfacing with other regions, recruiting players, scheduling the season and fields; and

2. Help the regional commissioner handle the financial aspects of running the region.

Qualifications and Desired Skills

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

1. Be organized;

2. Be detail oriented; and

3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the regional commissioner 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 commissioner 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 regional commissioner 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;

2. Board and Staff Introductory Certification (BASIC);

3. AYSO Safe Haven Program; and

4. Appropriate Management workshops.

Activity Locations

While performing the duties of regional commissioner 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 board meetings;

2. The annual Section Conferences;

3. Assigned field locations;

4. Assigned classroom locations; and

5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.