



Area Secretary

Purpose

The AYSO volunteer position of area secretary is intended to help with area/section matters as needed.

Specific Duties and Responsibilities

The area secretary is expected to:

1. Organize and schedule area and/or Section Conferences, clinic schedules, tournament rules, spring soccer coordination, etc.;
2. Record minutes of the area and/or Section Conferences and transcribe them for distribution to the area staff; and
3. Attend area meetings (about 8 per year) to record minutes, and as required at Section Conferences.

Qualifications and Desired Skills

To be considered for the position of area 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 area 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 area/section director; 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 an area secretary is a full year. The estimated hours to fulfill duties by month shall be filled in by the area/section director:

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 area 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 area/section director;
2. AYSO area staff training;
3. AYSO Safe Haven Program; and
4. Appropriate Management workshops.

Activity Locations

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

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