



National Management Council Chairperson

Purpose

The Chairperson of the National Management Council provides leadership to the National Management Council and works closely with the National Management Program Administrator to ensure that the National Management Council is responsive to the needs of the AYSO membership.

Responsibilities and Duties

The Chairperson of the National Management Council is expected to:

1. Support the AYSO National Program in both specifics and in spirit.
2. Serve as leader and chair of the National Management Council at all meetings of the Management Council.
3. Serve as the representative and spokesperson of the National Management Council in all venues (Section meetings, Section super-camps, road shows, etc.) that he/she attends.
4. In conjunction with the National Program Administrator and the National Board of Directors Management Council Liaison, provide the AYSO National President and the NBOD with nominees for appointment to the National Management Council.
5. Represent the collective geographic and cultural needs of AYSO volunteers through the Management Council member appointments.
6. Timely submit Management Council work on behalf of the National Management Council as needed and/or directed by the President, NBOD Management Council Liaison, and the NBOD.
7. Bring to the attention of the AYSO National Management Council any local issues identified through the communication channels from Management Council member appointments who are assigned to liaison in specific geographic areas of the country.
8. Provide the advice of the National Management Council to the President and the NBOD regarding policies and procedures related to the AYSO National Program.
9. Support and assist all members of the AYSO National Management Council with the development of program recommendations, proposals, revisions, issues and needs for submission to the National Board of Directors as needed or directed.
10. Support the National Programs Administrator with the implementation of new and/or revised National Programs.

11. Properly create and monitor task forces established as needed or directed by the President or NBOD to deal with specific issues or requests.
12. Propose, with the National Management Program Administrator, the creation of appropriate task forces through the NBOD liaison to the President or to the NBOD.
13. Assist, as needed, as an instructor at AYSO functions, programs, and events.
14. Cooperate and assist the AYSO staff in handling National Program and Management Council related matters.
15. Attend meetings and planning sessions as scheduled.
16. Ensure accurate Management Council records and metrics are maintained.
17. Ensure the Management Council contributes to AYSO and other appropriate publications as requested.
18. Ensure the Management Council assists in proofreading appropriate publication and communication materials.
19. Complete other tasks, which might be assigned by the President and National Board of Directors.
20. Work with the National Management Program Administrator to develop a budget for National Management Council expenses.
21. Provide, in conjunction with the National Administrator and Board Liaison, an annual, or more frequently as needed, appropriate evaluation to Management Council members regarding their performance.

Qualifications and Desired Skills

To be considered for the position of Chairperson of the National Management Council, the applicant should:

1. Have an appropriate working knowledge of all AYSO programs.
2. Demonstrate administrative ability in program planning, implementation, management and good communication skills.
3. Have knowledge and experience in adult learning.
4. Be an AYSO advanced instructor or have equivalent presentational skills.
5. Have experience working in a professional leadership position.
6. Have experience working with AYSO volunteers.
7. Have discipline-specific experience.
8. Have basic computer skills.
9. Demonstrate an unswerving commitment to the AYSO Philosophies.

Activities Location:

While performing the duties of the Chairperson of the National Management Council, the volunteer can anticipate that activities may take place in the following locations:

1. The National Office.
2. Various events as scheduled, such as EXPOs, Section super-camps, road shows, and other training activities.
3. Independent work at home alone, in committees of adults.
4. Other locations designated and approved by the President and/or the NBOD.

Supervision Protocols (Reporting Relationship, Authority)

While performing as the Chairperson of the National Management Council, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO.
2. Appointed by and under the overall authority of and directly supervised by the President and the NBOD.

Time Commitment

The anticipated time commitment for the Chairperson of the National Management Council is two years. The estimated hours to fulfill duties by month shall be filled in by the person giving the orientation. It is believed to be 200 or more hours/year, based on availability and skill set.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of Chairperson of the National Management Council, AYSO will offer the following educational opportunities (it is the duty of the volunteer to attend these sessions):

1. Position orientation conducted by the National Management Program Administrator and the NBOD Liaison.
2. Discipline-specific training to the highest available level.
3. Other management and discipline-specific training and certification opportunities.

Measures of Success

1. Attendance at regularly scheduled events, such as National Management Council meetings and EXPOs.
2. Comply with and champion the decisions of the President and NBOD and the decisions of the membership as adopted at the National Annual General Meeting.
3. Completion of assigned tasks by the President and NBOD within a specified time as written or communicated orally.

AYSO Management Council Application Form

Position Applying for: Member Chair

Name:

Address:

City:

State:

Zip:

Home Phone:

Business Phone:

Mobile Phone:

Email:

AYSO ID:

Section:

Area:

Region:

Please answer the following questions:

Are you currently registered as an AYSO volunteer? Yes No

Please list your highest AYSO certification level: AYSO Instructor? Yes No

If so, what level AYSO instructor are you?

Management:

Management:

Referee:

Referee:

Coach:

Coach:

What AYSO Positions have you held?

Regional Staff:

Area Staff:

Section Staff:

Tournament Staff:

Other:

Do you have any skills or experience in the following areas:

Adult Learning/Education

Developing Business Plans

Communication Plans

Change Management

Curriculum Development

Surveys, Data Analysis

Document/Version Control Management

Group Facilitation

Finance

Online Learning

Application of technology
Videography
Other:

What other soccer organizations/activities have you been involved with and what certification/grade level did you achieve?

USSF:
High Schools:
College:
Other:

What other youth or youth sports organizations/activities have you been involved with and what certification/grade level did you achieve?

Are you or have you ever been a member of any board or commission, whether corporate, civic, recreational or philanthropic? If so, please identify the organization, your position and dates of service.

Explain what your vision is for the Council to which you are applying.

Explain your ideas on the Council Member's role in AYSO.

Do you have any professional background for the Council to which you are applying?

[OPTIONAL] Please feel free to make a statement about yourself and/or about this opportunity.

Please enclose your professional resume with this application. Submit via e-mail to programs@ayso.org or via U.S. Mail or overnight courier service to:

AYSO National Council Search
Attn: Programs
19750 South Vermont Avenue, Suite 200
Torrance, CA 90502

The deadline to apply to serve as the National Management Council Chairperson is Feb. 28, 2018, and the deadline to apply to serve as a National Management Council Member is March 31, 2018.

Thank you for applying for this volunteer position.