

Southwest Michigan Women's Soccer Association Board Job Description

Title: Secretary

Description: Responsible for all administrative details of SMWSA.

Length of Commitment: One year (two seasons).

Time Involvement: Three to five hours per week

Responsibilities: Works with President to prepare agendas for league and board meetings.

Takes and distributes minutes for all league and board meetings.

Collects and prepares proposals from SMWSA league members for league meetings.

Keeps records of games, providing league standings on the league web site, updating at least twice a season.

Keeps records for the league including, but not limited to, records of meetings and membership list.

When Vice President is not available, responsible in helping to maintain the league web site.

Works with board member to organization of pre-season promotion and publicity for SMSWA league: including but not limited to, posting of signs and flyers at Soccer Zone, promoting league in newspapers.

Works with board members to handle all matters including concerns from participants.

Works with board members to set up divisions and place teams in those divisions.

Responsible for opening and closing of the facility as board directs.