

Treasurer

The Treasurer shall ensure all program expenditures and reporting are consistent with the guidelines of the MYA bylaws. The Treasurer shall accept and deposit, within ten (10) days of receipt, all funds earmarked for the Organization. The Treasurer shall maintain a set of accounting books covering all financial transactions of the program, categorized appropriately to show clearly income and expenditures of each division. The Treasurer shall provide a brief, written and verbal, categorized cash flow report at each MSC Board meeting. The Treasurer shall provide a full, written and verbal, categorized cash flow report at each annual meeting. The Treasurer shall make available the set of accounting books in an up-to-date status within ten (10) days of a request by any member of the Executive Board, Program Board, or any MYA member through an Executive or Program Board Member. The Treasurer shall ascertain that all financial obligations are paid promptly, taking advantage of any discounts offered. The Treasurer shall provide all appropriate tax information to the Executive Board upon request.

Secretary:

The Secretary shall prepare, distribute for approval, and maintain permanent record of all meeting minutes. The Secretary shall maintain and control the attendance list ascertaining that the list is present for each meeting. The Secretary will assist the Director in preparing the agenda for upcoming meetings, keeping track of action or discussion items and will maintain permanent record of all agendas. The Secretary shall provide a copy of the minutes of the previous meeting to each Director of the Board. The Secretary will be responsible for public relations and general communications related to the Organization including necessary advertisements and notices in local papers and schools. The Secretary shall update the bylaws by annotating additions, deletions, and changes ratified by the membership as described in Article. The Secretary will keep a register of the post office addresses, telephone number, and position held by each Director of the organization and furnish to the MYA Exec Board upon update. The secretary shall maintain the MSC website and database (www.myasoccer.org).

Recreational Director

The Recreational Director is responsible for organizing all facets of the MSC Recreational Program. The Recreational Director is obligated to establish league coordinators who will maintain and update official rosters, assemble and, in coordination with the Training Director, train coaching staff, and ensure compliance with each league's rules and regulations. The Recreational Director is responsible for general communications related to the MSC Recreational Program. The Recreation Director, in coordination with the Secretary, is responsible for public relations including notices in local papers, as well as communicating with the various league managers to publish game stories and all relevant newsworthy information to the players, parents, newspapers, etc.

Equipment Director

The Equipment Director will maintain a set of records covering all program assets appropriately categorized by league and/or other use, which can be made available in an up-to-date status within ten (10) days of a request by any member of the MSC Board. The Equipment Director is responsible for maintaining the MSC storage sheds and shall manage the disbursement and collection of all program assets and maintain a set of records covering the reimbursement and location of all program assets. The Equipment Director will provide to the MSC Board, a written report at the close of each season declaring asset losses and cause (i.e.; normal wear and tear, lost, vandalism, etc.), and projected losses over the up-coming season. The Equipment Director shall obtain and coordinate bids and purchases for all new program assets and insure that all bids meet the MYA bylaws.

Registrar

The Registrar shall execute the duties of this office in the best interest of all soccer programs of the organization. The Registrar shall handle all aspects of player registration, including fee collections, and will maintain records of all active participants. When request the Registrar will also coordinate refund requests as indicated in the MYA Soccer League Refund Policy. The Registrar will, in coordination with Division Directors, schedule player registration (sign-ups) and produce player rosters as directed.

Member-At-Large

Member-At-Large positions are not required to be filled. They are intended to be a training vehicle for incoming Directors or Assistants Directors. The MSC Board has the authority to appoint Members-At-Large to support the Soccer program.