



Job Title	Secretary, Mansfield Youth Soccer
Position Summary (Board Position)	Primarily responsible for maintaining board meeting minutes and meeting dates as well as communicating such among board members.
Position Responsibilities	<ul style="list-style-type: none"> <li>• Understand board by-laws and procedures and ensure board meetings are executed within the by-law guidelines.</li> <li>• This position is on the Board of Directors of MYS and supports the President, Vice President, Treasurer and any other board member as required.</li> <li>• Board of Directors of MYS and has voting and input for policy and procedures</li> <li>• Coordinate High School scholarship procedure</li> <li>• Oversee WebSite Administration (renewals, domain names, etc)</li> <li>• Coordinate Picture days during spring season.</li> </ul>
Position Skills	<ul style="list-style-type: none"> <li>• Strong interpersonal skills and meeting management skills.</li> <li>• Strong organizational skills.</li> <li>• Strong word processing skills for processing board minutes</li> <li>• Comfortable with email communication.</li> <li>• Willingness to meet time commitment of 1-2 hours per month</li> </ul>