

Description of open position:

#### **ASSISTANT DIRECTOR OF FC MURRIETA**

The Assistant Director of FC Murrieta shall be available to assist the Director of FC Murrieta. He/she shall be responsible for communicating, upon request from the Director of FC Murrieta or MYSL President, information to the coaches FC program. He/she shall also be responsible for various other assisting duties relevant to the FC Program.

#### **DIRECTOR OF AWARDS AND SPECIAL EVENTS**

The Director of Awards and Special Events shall be responsible for the awards presented at the end of the regular season and any All-Star and/or tournament awards. He/she shall be responsible for all aspects of any MYSL special event.

#### **SECRETARY**

The Secretary shall be responsible for the preparation and promulgation of the minutes of all Board of Directors' meetings to all board members. He/she shall notify board members of all meetings forty-eight (48), and not less than twenty-four (24), hours in advance and receive a reply or make a second attempt to notify. The Secretary shall keep, or cause to be kept, a book or books, containing true and correct copies of all documentation submitted to the Secretary by each of the designated officers in this Article, as required by these Bylaws to be kept in the official records of this Organization, and shall maintain and keep said records of this Organization in an up-to-date status at all times. He/she shall be responsible for securing locations for board meetings and special events as necessary. The Secretary shall be responsible for the preparation and submission of league application to CYSA. He/she will have signature authority on all checks and disbursements. The Secretary shall have under his/her direction the position of Director of Correspondence and shall assume responsibilities of these positions should a vacancy occur.

#### **WEBMASTER**

The Webmaster shall be responsible for all aspects of the MYSL web site. He/she must obtain approval of the President prior to posting any information on the MYSL web site not previously approved by the Board of Directors.

### **Board Member Duties:**

In addition to the descriptions above, the following are general duties of each Board Member position.

- Field Marshal- Ensure games are started on time, direct families to their games \ fields, answer general questions from league members etc.
- Board Meetings- Held 1<sup>st</sup> and 3<sup>rd</sup> Thursday @ 7:30pm.
- Miscellaneous MYSL events- Assist in staffing various meetings and events throughout the year such as... Registration, Coaches Meetings, MYSL Carnival etc.