



## Menomonie Area Soccer Association

<b>Job Title:</b>	Secretary	<b>Job Category:</b>	Volunteer
<b>Association:</b>	Menomonie Area Soccer Association	<b>Governing Authority:</b>	Menomonie Area Soccer Association Board
<b>Remuneration:</b>	One youth registration fee for recreation or competitive travel soccer participation	<b>Location:</b>	Menomonie, WI
<b>Contact:</b>	MASA Board	<b>Appointment:</b>	Elected
<b>Calendar:</b>	June 1 to May 31 Earlier transition with outgoing board member	<b>Election cycle:</b>	Annual Meeting (Spring)
<b>Term:</b>	Two years	<b>Board of Directors</b>	Voting Member Meeting attendance required
<b>MASA website:</b>	www.menomonieareasoccer.org		
<b>Notes:</b>	A majority of votes at Annual Meeting is required to elect a person to the Board		
<b>Job Description</b>			
<p><b>Role and Responsibilities (according to constitution under Article 2. Club Officer, Terms and Duties):</b></p> <ul style="list-style-type: none"> <li>● Keep and publish an accurate record of all meetings</li> <li>● Conduct the official correspondence of the Association and keep all records, books, documents and papers relating to the Association in such place and form as designated by the Board</li> <li>● Maintain the files of the Association and keep all records, books, documents and papers relating to the Association in such place and form as designated by the Board.</li> <li>● Be responsible for the preparation of the annual report.</li> <li>● Be a voting member of the Board.</li> </ul> <p><b>Working duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>● Maintain MASA Facebook page, this includes granting access to other board members as necessary, posting news and events, and checking for messages</li> <li>● Etc.</li> <li>● Etc.</li> </ul>			
<b>Reviewed By:</b>	MASA Board	<b>Date:</b>	12/3/2018
<b>Approved By:</b>	MASA Board	<b>Date:</b>	12/3/2018
<b>Last Updated By:</b>	Jacqueline Bonneville	<b>Date/Time:</b>	12/5/2018