



Menomonie Area Soccer Association

Job Title:	Webmaster Coordinator	Job Category:	Volunteer
Association:	Menomonie Area Soccer Association	Governing Authority:	Menomonie Area Soccer Association Board
Remuneration:	One youth registration fee for recreation or competitive travel soccer participation	Location:	Menomonie, WI
Contact:	MASA Board	Appointment:	Appointed
Calendar:	September 1-August 31 (Seasonal) Transition begins immediately with outgoing board member	Election cycle:	Annual Meeting (Spring)
Term:	One year	Board of Directors	Non-voting Member Meeting attendance as needed
MASA website:	www.menomonieareasoccer.org		
Notes:			
<p>Notes:</p> <ul style="list-style-type: none"> • Serve for seasonal year in which they are appointed • May be removed by majority vote of Board at any Board Meeting • Appointed Coordinators should attend regular Board Meetings, shall advise the Board on all matters pertaining to the programs under their jurisdiction and may participate in Board discussions • Appointed Coordinators do not vote on Board issues and should not be considered when reaching quorum 			
<p>Role and Responsibilities (according to constitution under Article 3. Appointed Coordinators):</p> <ul style="list-style-type: none"> • The Webmaster shall be responsible for maintenance, individual set up and updates to the website as appropriate, subject to the approval of the board. 			
<p>Working duties and responsibilities:</p> <ul style="list-style-type: none"> • Etc. • Etc. • Etc. 			
Reviewed By:	MASA Board	Date:	12/3/2018
Approved By:	MASA Board	Date:	12/3/2018
Last Updated By:	Jacqueline Bonneville	Date/Time:	12/5/2018