



AMERICAN YOUTH SOCCER ORGANIZATION
19750 S. Vermont Ave., Suite 200
Torrance, CA 90502
(800) 872-2976 • www.ayso.org

NATIONAL BOARD OF DIRECTORS Volunteer Position Description

POSITION OVERVIEW

The American Youth Soccer Organization volunteer position of Board Member, National Board of Directors is intended to have the primary responsibility and the authority to provide leadership and guidance to the organization in all its activities within the framework of the AYSO National Bylaws. Board Members ensure that the organization is run effectively, legally and ethically. Specific additional duties for each officer in a specialized Board position can be found in Article VI of the National Bylaws.

SUPERVISORY RESPONSIBILITIES

While performing as a Board Member, the volunteer is:

- Subject to the bylaws, rules, regulations, policies, procedures and guidelines of AYSO;
- Under the overall authority of and directly supervised by the National President;
- While interfacing with children, to maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities; and
- Individual Board Members may be asked to chair or participate in Committees, Commissions Working Groups or Task Forces. This does create a supervisory authority.

ESSENTIAL FUNCTIONS

The Board Member is expected to:

- Attend quarterly in-person meetings of the AYSO National Board of Directors, which are each approximately two full days;
- Attend the AYSO NAGM, a once per year occurrence;
- Be accessible for personal contact between Board meetings;
- Participate in teleconference calls, as required;
- Participate responsibly in Board and Committee/Commission/Working Group/Task Force meetings;
- Know the basic parliamentary authority used by AYSO;
- Respect fellow Board Members and their time;
- Keep to the agenda and avoid digressions that do not move the organization forward;
- Prepare in advance for decision-making and policy formation at Board meetings. Take responsibility for self-education on the major issues before the Board;
- Responsibly review and act upon recommendations brought to the Board for action;
- If requested by the National President, act as a liaison to one or more Sections providing guidance and mentoring to the Section Director as well as help in resolving internal issues within the Section;
- Commit time and/or money in developing financial resources for AYSO;
 - Create and approve annual budget;
 - Work with AYSO National Executive Director and National Office staff;
 - Overall fiduciary responsibility for AYSO;
- Participate in an annual National Board of Director self-review process;
- Participate in the annual Section Director review process; and
- Utilize personal and professional skills, relationships and knowledge for the advancement of AYSO.



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REPRESENTATIVE DUTIES

- Local and national travel may be needed;
- Interaction with the general AYSO public;
- Interaction with/administration of the Regions' digital footprint – website, social media pages, etc.;
- Continuing education in the form of assessing materials and creative options available via the AYSO Marketing Toolkit and related resources;
- Supporting the Regions' registration efforts, both promotional and on-site parent communications; and
- Contact with National Staff as may be needed on marketing plans or materials.

QUALIFICATIONS/EXPERIENCE & DESIRED SKILLS

To be considered for the position of Board Member, the applicant must:

- Annually submit an AYSO Volunteer Application form;
- Pass the AYSO screening and background check;
- Have knowledge of the AYSO structure;
- Strong knowledge and experience with AYSO and the Regional programs;
- Have excellent management and leadership skills;
- Have acknowledged, unswerving commitment to the AYSO philosophies, vision and mission statements;
- Have administrative abilities; and
- Have good communication skills.

ORIENTATION/TRAINING/CERTIFICATION AND CONTINUED EDUCATION PROVIDED

- To fully prepare for the position, the Board Member is expected to participate in the following training, certification and continuing educational opportunities:
- Orientation by the National President/National Executive Director – 6 hours;
- AYSO's Safe Haven – 2 hours;
- Regional Management – 4 hours;
- Dispute Resolution – 1¼ hours;
- Due Process – 1¼ hours; and
- AYSO Annual EXPOs or Roadshows.

PHYSICAL REQUIREMENTS

These physical requirements are representative of those necessary for a volunteer to successfully perform the essential functions of this position:

- Local and national travel may be needed;
- Vision acuity sufficient to analyze and assure accuracy of written documents;
- Speaking and hearing sufficient to conduct business; and
- Dexterity of hands and fingers sufficient to operate computer and office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job:

- Home/office workspace environment;
- National Board of Directors meetings;
- The National Annual General Meeting;



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- Annual AYSO Section EXPOs;
- Locations where AYSO is promoted – community meetings or gathering places, etc. and;
- Locations where AYSO activities (training and games) are held.

ACCOMMODATION

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.