

AYSO Management Council Member & Subject Matter Expert (SME)
Job Description

Purpose

The AYSO volunteer position of AYSO Management Council Member in conjunction with the AYSO Programs Department, is intended to be responsible to the AYSO National Board of Directors and the Executive Director for the administration and implementation of the AYSO National Management Program.

This position will be filled by appointment from application submitted and confirmed by National Board Liaison, Council Chair, and Program Administrator. The term of office will be for one year.

Specific Duties and Responsibilities

A member of the Management Council is expected to perform the following:

- Attend all AYSO Management Council meetings (to include virtual meetings or conference calls).
- Serve on various AYSO Management Council/Taskforce projects as requested or assigned by the AYSO Management Chair and/or the Management Administrator/Manager.
- Work with the AYSO Management Administrator/Manager and the AYSO Management Council Chair in creating/maintaining the vision and mission statements of the AYSO Management Council.
- Facilitate the implementation of the AYSO National Management Program throughout the country, especially for the area of focus of the taskforce for which he/she is responsible.
- Establish and maintain a relationship with the Management Administrators.
- Report to the AYSO Management Council Chair and the National Management Administrator/Manager.
- Make recommendations and establish position statements regarding AYSO Programs.
- Bring to the AYSO Management Council various grass-root issues of national interest identified during the performance of their responsibilities as AYSO Managers and Administrators.

- Review, act and respond to AYSO Management and Administration issues identified by the AYSO National Board of Directors and/or Section Directors through the AYSO Management Council Chair.
- Lead or participate on Management taskforces:
 - RC and AD Caucuses Plan and implement the caucus process before, during, and after the NAGM RC and AD caucuses.
 - Instructor Program Monitor instructors and do a yearly update to the instructor program
 - Curriculum Development Develop a plan for lesson plan standards and revisions and solicit input for new workshop suggestions. Update and review materials as necessary.
 - RC Orientation and Onboarding Review and revise the process and forms.
 - Documentation Management Setup and manage process for managing all management documentation.
 - Technology Develop and implement a plan for tools and reports required by administrators.

Qualifications and Desired Skills

To be considered for the position of a Member of the AYSO Management Council, the applicant should:

1. Be an experienced AYSO management volunteer (RC, AD, AMA, member of Area or Section Staff, Council/Taskforce Member, etc.).
2. Have demonstrated administrative ability in program planning, implementing and management.
3. Have a minimum of five years of AYSO Management/Administrator experience.
4. Be proficient in communication and in recognizing interpersonal skills.
5. Demonstrate an unswerving commitment to AYSO and its Vision, Mission and Six Philosophies.

Qualifications are subject to waiver based on an applicant's experience and at the discretion of the AYSO Management Council Chair and the AYSO National Management Administrator. Said waivers are based solely on a candidate's knowledge, training and experience as a management and administrative volunteer. Waiver is not intended to replace the purpose or need for an individual to complete training and certification. There could be a two-year maximum waiver provided.

Supervision Protocols

While performing as a member of the AYSO Management Council, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures and guidelines of AYSO.
2. Under the overall authority of the National Management Chair, Management Administrator, the AYSO Board of Directors Liaison.
3. To maintain the recommended adult to child supervision ratio of 1:8 or less that is one adult for every eight children and two adults (one of whom should be of the same gender of the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself/herself to be alone with any child group of children (except his or her own) during AYSO sponsored activities.

Time Commitment

The anticipated time commitment for a Member of the AYSO Management Council is one year. The estimated hours to fulfill duties by month shall be filled in by the person giving you your orientation.

Jan: hrs.	Feb: hrs.	Mar: hrs.	Apr: hrs.	May: hrs.	Jun: hrs.
Jul: hrs.	Aug: hrs.	Sep: hrs.	Oct: hrs.	Nov: hrs.	Dec: hrs.

Orientation, Training and Certification Provided

To prepare a volunteer for the position of Member of the Management Council, AYSO will offer the following educational opportunities. It will be the duty of the volunteer to attend these sessions:

1. Position orientation conducted by the Management Commission Chair, National Management Administrator and National Board of Directors Liaison.
2. AYSO's Safe Haven, SafeSport training, Concussion Awareness Training.
3. Advanced Management Instructor certification preferred.

Activity Locations

While performing the duties of Member of the AYSO Management Council, the volunteer is limited to the following locations, unless expressly authorized by the

Management Council Chair and National Management Administrator to hold activities in other locations.

1. Regional board meetings
2. Section staff meetings
3. Area staff meetings
4. Annual EXPOs
5. Supercamps, Road Shows
6. Management meetings arranged for purposes of planning or training: and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.