



## Area Director

### **Purpose**

The AYSO volunteer position of Area Director is intended to organize and coordinate the various Regions in the Area. Each Area Director shall be nominated by the Regional Commissioners within the Area. Subject to the approval of the appropriate Section Director, Area Directors shall be appointed by the National Board of Directors for a term of three years.

### **Specific Duties and Responsibilities**

The Area Director is expected to:

1. Be responsible for the performance and growth of his/her Area, and all inter-Regional and extra-Regional activities within his/her Area;
2. Maintain good community relations with the primary objective being youth development;
3. Organize and maintain volunteer staff to assure adequate support and services to the Regions in his/her Area;
4. Work closely with the Area staff to develop plans based on the AYSO Strategic Plan and any Area-specific goals.
5. Develop plans for Discretionary Budgets in order to pay for items not covered in the Operating Budget. Discretionary Budget must be on the National Accounting Program.
6. Be the official spokesman for the Area in regard to publicity, outside development, cultural exchange, internal development, business systems, budgets, bylaws, board policies, rules and regulations;
7. Be responsible for such other matters that directly relate to the operation of the Area;
8. Attend the annual Section EXPO and the National Annual General Meeting (NAGM);
9. Submit completed Area Assessment Program to Section Director;
10. Attend Regional Board meetings within the Area once a year;
11. Hold and preside over regular Area meetings;
12. Oversee any inter-Regional play within the Area, including any playoffs; and
13. Oversee dispute resolution within the Area.

### **Qualifications and Desired Skills**

To be considered for the position of Area Director, the applicant should:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;

3. Have extensive experience in AYSO, preferably as a Regional Commissioner;
4. Be organized;
5. Have good communication skills.

### **Supervision Protocols**

While performing as the Area Director, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Section Director, and supervised indirectly by the National Board Of Directors; and
3. 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.

### **Time Commitment**

The anticipated time commitment for an Area Director is three years. The estimated hours to fulfill duties per week are \_\_\_\_\_ hours.

### **Orientation, Training, Certification, and Continued Education Provided**

To prepare a volunteer for the position of an Area Director, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate:

1. Orientation by the Section Director and staff;
2. Area Director Training at the AYSO National Office within one year of appointment;
3. Regional Management, Dispute Resolution, and Due Process Workshops;
4. AD caucus/updates at the NAGM; and
5. AYSO's Safe Haven Program.

### **Activity Locations**

While performing the duties of Area Director, the volunteer is limited to the following locations, unless expressly authorized in writing by the Section Director to hold activities in another location:

1. All area sponsored activities;
2. Regional activities within the Area that fall within the scope of the Area Director's responsibilities;
3. Inter-Regional activities within the Area;
4. Dispute resolution within the Area;
5. Area meetings;
6. Section staff meetings;
7. National Annual General Meeting (NAGM); and
8. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.