



National Advisory Commission Chairperson

Purpose

The National Advisory Commission Chairperson (Chairperson) provides leadership to the AYSO National Commission (Commission) and works closely with the National Program Administrator (Program Administrator) to ensure that the work of the Commission is consistent with the vision of the National President (President) and the National Board of Directors (NBOD) and responsive to the needs of the AYSO membership. As a Special Director of AYSO, the Chairperson is the voting representative of the Commission at the National Annual General Meeting (NAGM) and represents the Commission at meetings of the NBOD.

Duties and Responsibilities

The Chairperson is expected to:

1. Support the AYSO National Programs and the Commission in both specifics and in spirit;
2. Serve as leader and chair of the Commission at all meetings of the Commission;
3. Serve as the representative and spokesperson of the Commission in all venues (Section Conference Meetings, section super-camps, road shows, etc.) that he/she attends;
4. As a Special Director of AYSO and Chairperson, represent the Commission at meetings of the NBOD;
5. In conjunction with the Program Administrator and the National Board of Directors Commission Liaison (Liaison), provide the AYSO National President (President) and the NBOD with nominees for appointment to the Commission;
6. Attend meetings and planning sessions as scheduled;
7. Ensure accurate Commission records and metrics are maintained;
8. Ensure that the nominees for appointment to the Commission represent the collective geographic and cultural needs of all AYSO volunteers;
9. Provide timely reports on the work of the Commission to the NBOD as requested, and ensure timely completion of specific assignments of the Commission as needed and/or directed by the President and the NBOD;

10. Cast a vote representative of the wishes of the Commission on issues presented for vote at the NAGM;
11. Bring to the attention of the Commission any local issues identified by any Commission member through communication with the membership;
12. Provide the advice of the Commission to the President and the NBOD regarding policies and procedures related to the AYSO National Programs;
13. In consultation with the Program Administrator and the Liaison, recommend to the President or to the NBOD the creation of appropriate task forces to deal with specific issues or requests identified by the Commission;
14. Support and assist all members of the Commission and the Program Administrator with the development of program recommendations, proposals, revisions, issues and needs for submission to the President and the NBOD;
15. Support the Program Administrator in the implementation of new and/or revised National Programs;
16. Cooperate with and assist the AYSO staff in handling National Programs and Commission related matters;
17. Work with the Program Administrator to develop a budget for Commission expenses;
18. Work cooperatively and in conjunction with other Advisory Commission Chairpersons to properly coordinate interdisciplinary issues and needs;
19. Ensure the Commission contributes to AYSO publications and other appropriate publications as requested, and assists in proofreading publication and communication materials;
20. Assist, as needed, as an instructor at AYSO functions, programs, and events;
21. At the direction of the President and in a format approved by the NBOD, in conjunction with the Program Administrator and Liaison, prepare and provide to each Commission member annually, or more frequently if needed, an appropriate performance evaluation; and
22. Complete other tasks which might be assigned by the President and NBOD.

Qualifications and Desired Skills

To be considered for the position of Chairperson, the applicant must be currently registered as an AYSO volunteer, be Safe Haven Certified and should:

1. Have high level experience in the discipline of the Commission;
2. Have an appropriate working knowledge of **all** AYSO programs. Experience as a member of an AYSO regional, area or section staff in the discipline of the Commission would be preferred;
3. Demonstrate administrative ability in program planning, implementation,

and management and possess good communication skills. Professional experience in a leadership position would be preferred;

4. Be an AYSO advanced instructor or have equivalent presentational skills;
5. Have experience working with AYSO volunteers;
6. Have keyboard and basic computer and word processing skills;
7. Demonstrate an unswerving commitment to the AYSO Philosophies.

Activities Location:

While performing the duties of the Chairperson, the volunteer can anticipate that activities may take place in the following locations :

1. The NSTC;
2. Regularly scheduled AYSO national events including Commission meetings, Section Conference Meetings and the National Annual General Meeting (NAGM);
3. Professional meetings, vendor shows and similar venues to represent AYSO;
4. Various events as scheduled such as Section Conference Meetings, section super-camps, road shows, and other such training activities;
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children; and
6. Other locations designated and approved by the President and/or the NBOD.

Supervision Protocols (Reporting Relationship, Authority)

While performing as the Chairperson, the volunteer is:

1. Subject to the Bylaws, Rules & Regulations, Policies, Guidelines and procedures of AYSO;
2. Appointed by and under the overall authority of and directly supervised by the President and the NBOD; and
3. Whenever present at AYSO practices or games, to ensure that the recommended adult to child supervision ratio of 1:8 or less is maintained; 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 and to advise any volunteer not to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The term of appointment for the Chairperson is two years. The time commitment during the term to fulfill the duties of the position is estimated to be between 200 and 300 hours per year.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of Chairperson, he/she must participate in an orientation with the President and Liaison and attend such additional training as identified by the President or the NBOD.

Measures of Success

1. Attendance at regularly scheduled events such as Commission meetings, NBOD meetings, the NAGM and Section Conference Meetings;
2. Comply with and champion the decisions of the President and NBOD and the decisions of the membership as adopted at the NAGM;
3. Completion of assigned tasks by the President and NBOD within a specified time as written or communicated orally; and
4. Execution of duties and responsibilities in a manner consistent with the vision and mission of AYSO and the AYSO National Programs.