



National Advisory Commission Member

Purpose

The AYSO volunteer position of National Advisory Commission Member (Commission Member) is intended to assist and support the National Commission Chairperson (Chairperson) and the National Program Administrator (Program Administrator) in identifying local volunteer issues, providing expert advice, and assisting in the development of recommendations for new and/or revised national programs or other specific issues or requirements as directed by the AYSO National President (President) and the AYSO National Board of Directors (NBOD).

A Commission Member is recommended for appointment to a one-year term of office by the Chairperson, the Program Administrator and the National Board of Directors Liaison (Liaison) and is subject to the approval of the President. The position may be extended or opened for application on an annual basis at the discretion of the President in consultation with the Chairperson, the Program Administrator and the Liaison. When the position becomes vacant for any reason, it shall be opened for applications.

Duties and Responsibilities

In coordination with other Commission members, the Commission Member is expected to:

1. Support the AYSO National Programs and the National Advisory Commission (Commission) both in specifics and in spirit;
2. Attend all Commission meetings including conference calls;
3. Serve on or lead Commission task forces as approved by the President.
4. Assist with the development, review, correction and periodic update of all AYSO National Program supporting materials;
5. Facilitate the implementation of the National Programs and support the AYSO volunteer staff positions as assigned.
6. Bring to the Commission local issues identified through communication with local volunteers as assigned.
7. Provide advice to the Commission regarding policies and procedures related to the National Programs.

8. 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 as a designated representative;
9. Contribute to AYSO or other publications as requested; and
10. Complete other tasks as assigned.

Qualifications and Desired Skills

To be considered for the position of Commission Member the applicant must be a champion of AYSO and its Philosophies, be a currently registered AYSO volunteer, be Safe Haven Certified and should;

1. Be certified as at least an AYSO advanced instructor or have equivalent presentation skills;
2. Demonstrate leadership in program planning, implementation, and management;
3. Have working knowledge of the AYSO National Programs;
4. Have well-developed communication and interpersonal skills; and
5. Possess some or all of the qualifications and skills designated on the discipline-specific addendum.

Supervision Protocols

While performing as the Commission Member, 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 the President and is under the direction of the Chairperson; 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 for this appointment as a Commission Member is one year. The time commitment during the term to fulfill the duties of the position is estimated be between 200 and 300 hours per year.

Orientation, Training, Certification, and Continued Education Provided

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

Activity Locations

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

1. NSTC;
2. Regularly scheduled AYSO national events;
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 Chairperson and/or the Program Administrator.

Measures of Success

1. Attendance at regularly scheduled events such as Commission meetings, Section Conference Meetings, conference calls, etc;
2. Comply with and champion the decisions of the Commission, the President and NBOD and the decisions of the membership as adopted at the National Annual General Meeting (NAGM);
3. Completion of tasks assigned by the Chairperson 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 National Programs



Addendum for National Management Commission Member

In support of and in addition to the qualifications listed in the National Commission Member Position Description, a National Management Commission Member should possess some and preferably many of the following qualifications and skills:

Above average curriculum development skills to contribute to the following:

- Write new management workshops and update current management workshops on a yearly basis
- Review and refine if necessary the existing Management Instructor and Advanced Management Instructor Course
- Review and refine if necessary the Instructor Handbook

Above average writing, editing and computer skills to contribute to the following:

- Write and review all articles for Management Matters, In Play, Shorts, Goal Line, other AYSO publications and for outside publications
- Develop a plan to solicit management articles from AYSO volunteers
- Review and edit current management information on soccer.org, aysohelp.org and aysoshare.org

Above average financial management skills to contribute to the following:

- Review and revise as necessary the four “Treasurer” workshops each year
- Review and revise as necessary the Treasurer Manual and all treasurer forms and procedures each year

Above average organizational skills to contribute to the following:

- Serve as the liaison to the section and area management administrators on all Management Program initiatives
- Organize volunteers to participate on management task forces

Above average marketing skills to contribute to the following:

- Establish the value of and increase the implementation of the National Management Program to volunteers and parents
- Analyze AYSO’s Strategic Plan from a management perspective to determine ideas, issues and impacts that effectively support its implementation

Above average interpersonal skills to contribute to the following:

- Represent AYSO in a Management Program leadership role

Above average instructor knowledge and skills to contribute to the following:

- Review and refine if necessary the existing Management Instructor and Advanced Management Instructor Course
- Review and refine if necessary the Instructor Handbook

Above average leadership experience in AYSO or like organizations to include the following:

- Organize volunteers to participate on Management Program task forces