



# Michigan State Youth Soccer Association

## MSPSP Secretary/Treasurer Job Description

The Secretary/Treasurer shall attend all meetings of the MSPSP Board of Directors and all meetings of the member leagues and/or team representatives, and shall record all votes and minutes of all proceedings in a form and manner specified by the MSPSP Board of Directors. He/She shall give or cause to be given, notice of all meetings of the member leagues and/or team representatives and any meetings of the MSPSP Board of Directors for which notice may be required, and shall perform such other duties as may be prescribed by the MSPSP Board of Directors or the Chairperson, under whose supervision he/she shall act. He/She shall execute with the Chairperson all authorized conveyances, contracts or other instruments in the name of the Premier Program except as otherwise directed by the MSPSP Board of Directors. He/She shall keep in safe custody the seal of the Program, if there is one, and affix or cause it to be affixed to any instrument requiring a seal. The Secretary will have the responsibility of filing the Michigan Annual Report. He/She shall send out, to member leagues, team representatives, MSPSP Board of Directors members, and/or Committee members, all official correspondence from the MSPSP Board of Directors or any of its' Committees or members. The Secretary/Treasurer shall have custody of the funds and securities of the Premier Program and shall keep full and complete records and shall deposit all moneys and other valuable effects in the name and to the credit of the Premier Program in such depositories as may be designated by the MSPSP Board of Directors. He/She shall disburse the funds of the Premier Program as may be ordered by the MSPSP Board of Directors, making proper vouchers for such disbursements, and shall render whenever the MSPSP Board of Directors may require it, an accounting of all transactions as Secretary/Treasurer and of the financial condition of the Premier Program. If required by the MSPSP Board of Directors, the Secretary/Treasurer shall give the Premier Program a bond in such sum and with surety or sureties as shall be satisfactory to assure the restoration to the Premier Program (in case of death, resignation, or removal from office) of all books, records, papers, vouchers, moneys, negotiable paper, and other property of whatever kind in his/her possession or under his/her control and belonging to the Premier Program. The Secretary/Treasurer shall also be responsible for preparing any and all Federal and State tax returns. The Secretary/Treasurer shall be responsible for preparing any and all papers regarding the Tax Exempt status of the Premier Program. He/She shall submit the financial records to the auditor within 30 days of the fiscal year end. The Premier Program's audited Financial Report shall be submitted to the MSYSA days 30 prior to the MSYSA AGM. He/She shall, with the approval of the MSPSP Board of Directors, prepare the budget and set the registration fees. He/She shall collect all application fees, moneys from sponsor(s), performance bonds, fines, or other miscellaneous income. He/She shall be responsible for the payment of all bills incurred in the operation of the Premier Program and shall review and approve any expenses the MSPSP Board of Directors or Committee members may expend in the performance of their duties. Board of Directors members and Committees have their duties completed in a timely and proper fashion.