



Michigan State Youth Soccer Association

MSPSP Vice Chairperson/Registrar Job Description

The Vice-Chairperson/Registrar of the Board, in the absence of the Chairperson, shall preside at all meetings of the members and of the MSPSP Board of Directors. He/She shall represent the Program at all functions/meetings in the absence of the Chairperson. He/ She shall be the MSYSA Delegate for the Program. He/She shall be responsible, along with the other members of the Board, for preparing the coaches packets that are handed out prior to the start of each season. The Vice-Chairperson/Registrar shall keep a complete record of all teams and players for the purpose of player registration and team affiliation. He/She shall issue pass cards to each player, coach, assistant coach, and manager. He/She shall keep a count of all players and coaches. He/She shall provide a copy of all rosters to any member of the MSPSP Board of Directors requesting such copy and the MSYSA Registrar, and, shall notify all MSPSP Board of Directors upon request and the MSYSA Registrar of all changes in the team rosters. Board of Directors members and Committees have their duties completed in a timely and proper fashion.