



Michigan State Youth Soccer Association

MSYSA Secretary Job Description

The Recording Secretary shall:

1. Record the proceedings of all MSYSA member organization meetings, board of directors meetings and executive committee meetings and be custodian of the records of MSYSA during the term of office;
2. Provide oversight of the registration process as implemented by the Executive Director;
3. Perform the duties of the office as set down in the bylaws, the standing rules of MSYSA, the current edition of *Robert's Rules of Order Newly Revised*, and as assigned by the board of directors.

