

**Position Title:** Secretary

**Organization Type:** Wylie Youth Sports (WAYS)-Nonprofit Youth Sports Organization

**Reports To:** President and Board of Directors

**Position Type:** Volunteer position, 2-year term, Even year

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## **Position Summary:**

The Secretary plays a critical administrative role within the organization, ensuring that all official records, communications, and meeting documentation are maintained accurately and professionally. The Secretary supports the Board of Directors and leadership teams of all entities with WAYS by managing organizational documents, handling communications, and helping maintain transparency and efficiency across all sports programs, including football, flag football, powderpuff, cheerleading, and basketball.

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## **Key Responsibilities:**

### **Administrative Support:**

- Prepare, distribute, and maintain accurate records of board meetings, including agendas, minutes, attendance, and action items.
- Maintain an organized filing system (physical and/or digital) for all official documents such as bylaws, policies, forms, and correspondence.
- Keep an up-to-date calendar of league events, deadlines, and meetings for the board and public.

### **Communication Management:**

- Serve as the primary point of contact for general organizational correspondence.
- Send official notices for board meetings, annual meetings, and special events in a timely manner.
- Support communication between board members, directors, coaches, and parents as needed.

### **Record Keeping & Documentation:**

- Maintain and update official organizational records including board rosters, committee members, coach lists, and volunteer logs.
- Ensure compliance-related documentation (e.g., meeting records, certifications, bylaws updates) is up to date and filed appropriately.
- Assist in maintaining records of coach and volunteer training, background checks, and certifications when applicable.

### **Support for Program Operations:**

- Assist with registration records and communication materials for each sport season.
- Help prepare materials for fundraisers, banquets, and special events.
- Handle facility booking for each sport upon request from the corresponding Vice President.
- Represent WAYS as a point of contact with Premier Lakes Sports League, collaborating with the secondary liaison to ensure consistent communication and alignment.
- Coordinate with other board members to distribute handbooks, waivers, policies, and reminders to coaches and parents.

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### **Qualifications:**

- Strong organizational and time management skills.
- Excellent written and verbal communication abilities.
- Proficiency with email, word processing, spreadsheets, and basic document management.
- Experience with administrative work, nonprofit boards, or youth sports is preferred.
- Ability to handle sensitive information with confidentiality and professionalism.
- Reliable, detail-oriented, and capable of meeting deadlines consistently.

## **Additional Requirements:**

- Must pass a background check and meet any required volunteer certifications.
- Availability to attend ALL board meetings, league events, and planning sessions.
- Willingness to collaborate across all sports programs and support the league's mission and values.

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The Secretary plays a crucial role in ensuring the smooth operation, effective communication, and accurate record-keeping of the organization. This position is essential for the transparency, accountability, and growth of a successful youth sports league.

