



The MWSL Board is made up of the officers and directors- at-large. Each officer is elected by the members of the League at the Annual General Meeting (AGM). Officers are elected for a one year term; the term of at-large directors may be either one or two years, as approved at the AGM. The default term for an at-large member is one year.

Anyone who has is committed to furthering the goals of the League is eligible to be a director of the MWSL. Each director must discharge duties in good faith, in a manner the director believes to be in the best interests of the organization, and with due care.

The officers of the MWSL include the President, Vice President, Secretary, Treasurer, Field and Schedule Coordinator and Commissioner. No person may hold more than one office at any given time. At large directors may hold specific functional roles (such as database administrator, web site manager, clinic managers, etc). All members of the board (including at large members) have voting rights for MWSL Board motions. A quorum of the Board must be accounted for to pass/deny motions. A quorum is gathered through MWSL Board meetings or e-mail responses.

The specific duties of the officers are described below:

## **President**

1. When in attendance, the President of this Association shall preside at all meeting of the members except the annual meeting, and at all meetings of the Board of Directors.
2. The President of this Association shall pass upon and approve all disbursements by the Association.
3. The President shall be Chairman of the Board of Directors.
4. The President shall report to Minnesota Soccer Association (MSA)

*Note: General Laymen Terms – The President directs board meetings and general membership meetings, deals with on-going management issues of the league, is a liaison between the MSA and MWSL, and is a liaison between Minnesota Youth Soccer Association and MWSL.*

## **Vice President**

1. The Vice President shall preside at meetings of the members except the annual meeting, and at meetings of the Board of Directors when the President is not in attendance.
2. The Vice President shall have the authority of the President until a new President is appointed by the Board or elected at the next annual meeting in the event of a vacancy in the office of President.
3. The Vice President shall be responsible for registration of teams, players, and maintenance of records thereof; including maintenance of records of team rosters and player eligibility.

*Note: General Laymen Terms – The Vice President is generally responsible for team and player registration, and any other duties assigned to by the President.*

## **Secretary**

1. The Secretary shall schedule meetings of the Board of Directors. The Secretary shall compile and distribute meeting agendas to the Board of Directors.
2. The Secretary shall record the minutes of all meeting of the members and the Board of Directors and shall make a record of all actions of the Board of Directors.
3. The Secretary shall attend to all correspondence of this Association and keep all records of this Association. With the Secretary's consent, the Secretary may maintain all or some of the records required to be maintained by the Commissioner or the Vice President.

\* The Secretary handles all requests for information, and forwards messages to the other officers as appropriate (e.g., score reports or game complaints are forwarded to the League Field and Schedule Coordinator or Commissioner, request for general information about the MWSL are sent the MWSL Brochure and Cover Letter).

*Note: General Laymen Terms – The Secretary is responsible to create board meeting agendas, take notes at board meetings, post meeting minutes, assist with correspondence, send newsletters and forward messages.*

### **Treasurer**

1. The Treasurer shall maintain a detailed account of the income, expenditures and property of this Association and shall provide a current statement thereof at the annual meeting and as requested by the Board at any of its regularly scheduled meetings.
2. The Treasurer shall maintain all funds of this Association in a bank account in the name of this Association.
3. The Treasurer shall pay the bills of this Association from the bank account of this Association upon approval by the President, and pursuant to a budget and/or guidelines approved by the Board.
4. The Treasurer shall file all league tax documents by the required date including, but not limited to, federal and state returns and any and all 1099 forms.

*Note: General Laymen Terms – The Treasurer is responsible to maintain the MWSL checking and savings accounts, distributes checks requested/needed for certain events such as forfeits, referee scheduler, weather cancellations, clinics, etc.*

### **Field and Schedule Coordinator**

1. The Field and Schedule Coordinator shall schedule games for the Association.
2. The Field and Schedule Coordinator shall approve all modifications of the league schedule including changes of field locations and rescheduling of postponed games.
3. The Field and Schedule Coordinator shall maintain records of results of games, including referees' reports, and standings in the association.
4. The Field and Schedule Coordinator shall act upon requests by teams for permission to play or postpone games in those cases wherein permission is required.

*Note: General Laymen Terms – The Field and Schedule Coordinator is responsible to reserve and contract for playing fields, establish and maintain relationships with field managers, and coordinating schedules for the MWSL. The Field and Schedule Coordinator may employ the assistance of an Assistant Field Coordinator to execute duties as assigned by the Field and Schedule Coordinator.*

### **Commissioner**

1. The Commissioner shall serve as Liaison between the teams and the referees as it pertains to laws of the game, disciplinary actions, and conduct;
2. The Commissioner shall have jurisdiction to act upon all matters as described under Article 19 – Disciplinary Matters, including maintenance of records of player or team disciplinary actions related to team competition
3. The Commissioner shall have jurisdiction to act upon disputes over league standings as well as all matters described under Article 12-Standings
4. The Commissioner shall rule on outcome of all scheduled games that are not played for any reason and on games with premature terminations
5. The Commissioner shall rule on all protests regarding the outcome of games

*Note: General Laymen Terms – The Commissioner is responsible to settle disputes, address any disciplinary matters and to manage issues related to results and standings in accordance with applicable Federal and State law, Minnesota Soccer Association regulations, MWSL bylaws, MWSL Code of Conduct and MWSL Rules and Regulations.*

### **Director-at-Large**

1. Directors-at-Large shall be responsible for all duties assigned by the President.
2. If there is a continuing Director-at-Large, he/she (or one of the continuing directors) shall facilitate through the election at the annual meeting.

## **Specific expectations of the MWSL officers and directors-at-large:**

### **Board Meeting Attendance Expectations:**

1. Each officer and director-at-large shall have no more than two un-notified absences in a row ("un-notified" means no reasonable contact was made to indicate anticipated absence prior to the day of the meeting).
2. Each officer and director-at-large shall have no more than three notified absences in a row ("notified" means reasonable contact was made to indicate anticipated absence prior to the day of the meeting).
3. Each officer and director-at-large shall attend no less than 66% (2/3) of all MWSL Board meetings in any 1 year term. Official meeting minutes will serve as the source of truth for attendance records.

### **MWSL Event Attendance Expectations:**

1. Each officer and director-at-large shall attend no less than 66% (2/3) of all MWSL Board activities and events in any 1 year term.
  - a. If official meeting minutes are taken at the event, they will serve as the source of truth for directors' attendance records.
  - b. If meeting minutes are not taken at the event, the President will record attendance separately.
  - c. If the President is absent, the Vice President will record attendance.
  - d. Events include but are not limited to the Annual MWSL Charity Tournament, skills clinics, open play nights, volunteer activities, conferences, symposiums, MSA, MWSL or affiliated league tournaments, committee meetings, summer scheduling sessions, etc.
  - e. The President will have discretion over which events constitute the Event Attendance Expectation and will inform officers and directors-at-large of the expectation in advance of the event, providing as much notice as possible.

### **Participation Expectations:**

1. Each Director –at-large is expected to volunteer for and deliver on duties pertaining to one or more specific initiatives or committee of the league in any 1 year term.
  - a. These may include but are not limited to chairing: growth committee, fields committee, marketing committee, website and technology committee, procurement of prizes, skills clinic and or open play event coordination, MWSL charity tournament coordination, social media coordination, etc.
  - b. A list of qualifying initiatives or activities will be maintained and made available to all board members.
  - c. The President will have discretion over which initiatives constitute the Participation Expectation.
  - d. In some circumstances, as approved by the board, a co-chair situation may be appropriate.
2. Actively participate in meetings, email discussions, and issues facing the league.
3. Understand the authority, duties and responsibilities of board members as outlined in the MWSL Bylaws and Rules and Regulations.
4. Hold others and yourself accountable for the MWSL mission, financial viability and effectiveness of the league.
5. Avoid conflicts of interest and other ethical behavior (see Code of Conduct)
  - a. Sign an annual conflict of interest agreement
6. Support board decisions
7. Treat board matters confidentially
8. Demonstrate commitment to diversity

By accepting election to the MWSL Board of directors, officers and directors-at-large agree to the above terms. Failure to uphold the expectations set forth above may result in disciplinary action up to and including termination from the MWSL Board of Directors, in accordance with Article 23 of the Rules and Regulations.