**Duties of NMYSA Officers/Board of Director Positions for:**

**VICE-PRESIDENT**—shall, in the absence of the President, preside over and conduct meetings of the Board of Directors and the Executive Committee. The Vice President is responsible for any duties determined by the Board of Directors or President. This officer shall be elected by the voting membership of this Association and have one (1) vote on the Executive Committee.

**SECRETARY**—shall keep an accurate record of all meetings of the Board of Directors, and the Executive Committee. The secretary shall give notice and agendas of meetings and shall be responsible for the preparation of the Annual Report to be submitted at the Annual General Meeting and to the Youth Division of the USSF in conjunction with the State Association. This officer shall be elected by the voting membership of this Association and have one (1) vote on the Executive Committee.

**PRESIDENT-ELECT** — In odd-numbered years, the membership, at the Annual General Meeting, will elect a President-elect to assume the office of President in one year’s time and subsequently serve a full two-year term. In the event the current President is eligible for additional terms and wishes to run again, the current President will run in the election for President elect.

**CHIEF FINANCIAL OFFICER-ELECT (CFO-ELECT)** — In odd-numbered years, the membership, at the Annual General Meeting, will elect a CFO-elect to assume the office of CFO in one year’s time and subsequently serve a full two-year term. In the event the current CFO is eligible for additional terms and wishes to run again, the current CFO will run in the election for CFO elect.

The President-elect and CFO-elect will attend Board meetings and Executive Committee meetings and assist the President and CFO in the execution of their duties but will not have a vote on the Board of Directors or the Executive Committee.

**PRESIDENT**—shall, subject to the control of the Board of Directors, exercise general supervision, direction, and management control over the business activities of the Board of Directors. The President shall preside over all meetings of the Board of Directors and the Executive Committee. The President shall only vote in the event of a tie. He/she shall appoint, at the beginning of each season or as the need arises and subject to the approval of the Board of Directors, members and/or the chairmen of the Standing Committees, ad hoc Committees and other members-at-large as needed. The President shall be an ex-officio member of all ad hoc and Standing Committees. He/she shall have such other powers and duties as the Board of Directors or Bylaws may prescribe. The President shall represent the Association at all Region IV, US Youth Soccer and USSF meetings, or appoint another person to do so. This officer shall be elected by the voting membership of this Association.

**CHIEF FINANCIAL OFFICER (CFO)**—shall oversee all financial operations of the Association, including receipt and disbursement of funds, tax preparation and government reporting, maintenance of the tax-exempt status of the Association, preparation of the budget, and the management of fund balances for the Association. The CFO shall be bonded by a reputable bonding agency. This officer shall be elected by the voting membership of the Association and have one (1) vote on the Executive Committee. The CFO shall make available all pertinent financial documents to an audit committee.

**THE DISTRICT COMMISSIONER DUTIES**:

1. The District Commissioner shall represent NMYSA to his/her district and shall represent his/her district to NMYSA. He/she shall have direct authority over his/her district as prescribed by the Bylaws of this Association.
2. He/she shall be thoroughly familiar with the Bylaws, General Procedures and Rules, Travel and Tournament Manual, and the insurance programs for youth soccer so as to be in a position to interpret them. Where there is a doubt in his/her mind, a ruling should be obtained from the President of this Association.
3. Report, in writing, to the President, concerning progress, etc., in his/her district prior to the 15thofMay of each seasonal year.
4. The District Commissioner may not hold any elected affiliate member office during his/her term of office as District Commissioner, except under the following circumstances: (1) the president of each affiliate member in the district must certify in writing each year that there is no other suitable candidate for District Commissioner from their league (2). every affiliate member in the district must be below 2,000 registered players (3). the president of each affiliate member in the district must agree each year in writing that the District Commissioner can hold an affiliate member office; and (4) sa District Commissioner who holds an elected affiliate member position must immediately remove himself/herself from any dispute arising between affiliate members in his/her district and ask the NMYSA president for help in resolving the dispute.
5. The District Commissioner shall have primary responsibility for:

(1). Encouragement and coordination of participation of the district in state-sponsored tournaments. 2). Expansion of NMYSA programs to unaffiliated areas within the district. (3). Providing information from the Board of Directors meetings to each affiliate member in his/her district in a timely manner.

1. District Commissioners shall comply with and enforce the rules and regulation of NMYSA, USYSA, and USSF.