

### Secretary (two-year term)

- Attend all board meetings to discuss and vote on issues/concerns brought up by the board and or anyone else involved with SYBA. Board meetings are at least once a month.
- Record and distribute minutes of all meetings
- Attend all informational meetings (Parent Meeting, Yearend Meeting).
- Provide direction to Website, Registration, Team Picture and Uniform Coordinators. Ensure required tasks are being completed in a timely manner.
- Handle any questions/concerns brought to you by parents/coaches once the season is underway periodically talking with coaches making sure that the season is going well.
- Assist with all SYBA sponsored tournaments