



Cabot Youth Football

Director of Scheduling Proposal

1. SECRETARY

- A. **Election:** The Secretary is elected at the annual meeting in November by majority vote of the CYFA members present.
- B. **Term of Office:** The Secretary shall serve no more than two consecutive terms. Term of office begins the first day of January.
- C. **Vacancy:** Should the Secretary be temporarily absent or unable to act, the Treasurer shall act as the Secretary. If the Secretary resigns or is removed from office, the Treasurer takes over until the election of a new Secretary is completed.
- D. **Duties:** Attend all meetings of the CYFA. Conduct the following activities:
 - a) Call the roll
 - b) Record the minutes of the meeting(s)
 - c) Place minutes in final type-written form for distributing at the next meeting.
 - d) Perform the duties as may be delegated from the CYFA.
 - e) Record and maintain data of CYFA Officers, CYFA Members, coaches, players and sponsors. This information should included but limited to:
 - i. Name
 - ii. Address
 - iii. Contact Telephone Numbers
 - iv. Playing Status
 - v. History of Playing/Sponsorship within CYFA
 - vi. Registration Forms (both paper and electronic files)
 - f) Serve as Treasurer when Treasurer is absent.

2. DIRECTOR OF SCHEDULING

- A. **Election:** The Director of Scheduling is elected at the annual meeting in November by majority vote of the CYFA members present.
- B. **Term of Office:** The Director of Scheduling shall serve no more than two consecutive terms. Term of office begins the first day of January.
- C. **Vacancy:** Should the Director of Scheduling be temporarily absent or unable to act, the Director at Large shall act as the Director of Scheduling. If the Director of Scheduling resigns or is removed from office, the Director at Large takes over until the election of a new Director of Scheduling is completed.
- D. **Duties:** Responsible for all scheduling and coordination of all events for the CYFA including the following:
 - a) Meetings
 - b) Registrations
 - c) League Games/Make-up Games/Playoffs
 - d) Executive Committee field duties
 - e) Camps
 - f) Practice (when allowed at CYFA/Parks & Recs facilities)
 - g) Coordinate all change in times and venues with all parties impacted, including coaches, referees, scorekeepers, Executive Committee, and Cabot Parks and Rec
 - h) Collect and maintain game scores