

BYLAW II. DUTIES OF DIRECTORS

1. Each Director shall carry out his/her duties in a responsible manner, acting only in the best interests of TS and its membership.
2. Each Director shall be prepared to report on his/her activities and areas of responsibility at meetings of the Board of Directors, present a written report at general membership meetings, and provide a yearly calendar by March 1 if responsible for a program area.
3. Each Director shall follow the TS financial policy regarding budget proposals, expense reports, and handling of TS monies.
4. Each Director shall be familiar with the rules of TS and USSF.

SPECIFIC DUTIES OF DIRECTORS

1. President

- a. Serves as the Chief Executive Officer of TS
- b. Serves as Chairman of the Board of Directors and Executive Committee
- c. Presides at all meetings of the Executive Committee, the Board of Directors and the TS general membership meeting
- d. Serves as an ex-officio non-voting member of all TS committees
- e. Appoints committee chairperson and members as required by TS policies
- f. Submits an annual report in writing to the membership at the Annual General Meeting
- g. Votes only in instances where the Presidents vote affects the outcome of the vote

2. Executive Vice President

- a. Serves as the Executive Vice President of TS
- b. Appoints committee chairperson and members as required by TS policies
- c. In the absence of the President will assume all duties of the President.

3. Vice President-Youth Competitive

- a. Oversees the annual registration of Division 1, 2 and 3 players and the competitive components of member Associations at the youth level
- b. Assumes responsibility for the conduct of all youth competitive events involving Division 1, 2 and/or 3 players affiliated with TS
- c. Maintains communications with USYS and USSF

- d. Performs those duties called for by USYS and USSF rules and regulations as they apply to Division 1, 2 and/or 3 players
- e. Serves as Chair of the Youth State Tournaments, Cups, and State League Committees
- f. Collaborates with the Competitive Director of Coaching to provide training opportunities for competitive players and coaches
- g. Serves as a member of the Executive Committee
- h. Presides at Executive Committee, Board of Directors, or general membership meetings in the absence of the President and the Executive Vice President.

4. Vice President-Youth Recreational

- a. Oversees the annual registration of Division 4 players and the recreational components of member Associations at the youth level
- b. Assumes responsibility for the conduct of all youth recreational events involving Division 4 players affiliated with TS
- c. Maintains communications with USYS and USSF
- d. Performs those duties called for by USYS and USSF rules and regulations as they apply to Division 4 players
- e. Serves as Chair of the Youth Recreational Committee
- f. Serves as Chair of the Risk Management Committee
- g. Collaborates with the Recreational Director of Coaching to provide training opportunities for recreational players and coaches
- h. Serves as a member of the Executive Committee

5. Vice President-Adults

- a. Oversees the annual registration of players and member Associations at the amateur and professional levels
- b. Assumes responsibility for the conduct of all amateur competition affiliated with TS
- c. Maintains communications with USASA and USSF
- d. Performs those duties called for by USASA and USSF rules and regulations
- e. Serves as Chair of the Adult State Tournaments, Cups, and Adult Select Committee
- f. Serves as a member of the Executive Committee.

6. Vice President Secretary-Treasurer

- a. Serves as Chair of the Budget and Finance Committee and the Credentials Committee

- b. Formulates the annual budget and submits it to the Board of Directors and general membership for approval
- c. Maintains records and receipts of all money to be deposited in a recognized bank in the name of TS
- d. Pays all accounts by check with his/her signature or that of their designee
- e. Submits quarterly financial reports to the President and general membership
- f. Produces all financial records when required by the Board of Directors or Executive Committee, properly balanced, and reflecting TS's current financial status
- g. Prepares and files tax returns in a timely manner
- h. Prepares any and all documents pertaining to the Corporate Charter and the tax-exempt status of TS with authorization to retain an accountant or attorney, as appropriate, to protect TS in such matters
- i. Serves as a member of the Executive Committee
- j. Has been bonded

6. State Referee Administrator

- a. Serves as Chair of the State Referee Council
- b. Represents the interests of the state's referees on the Board of Directors
- c. Administers the State Referee Program
- d. Assures that all requirements of district, state, regional, and national referee programs are met
- e. Gathers input from referee committee members for use in preparation of the annual budget request for the State Referee Program
- f. Solicits sponsors for the Referee program
- g. Holds a current USSF referee certification
- h. Determines which referees, instructors, and assessors will attend state, regional, and national competitions and other events as TS representatives
- i. Communicates with USSF national and regional referee committees

7. District Directors

- a. Administer TS activities within their district
- b. Report on district programs and activities at Board of Directors and general membership meetings
- c. Know the rules of TS and USSF and its divisions and can interpret and communicate them to the district membership
- d. Know the operating policies and procedures for state, regional, and national programs such as insurance, registration, etc., and communicate them to the district membership

- e. Attend meetings of district members to provide counsel and insure that TS operating procedures are followed
- f. Assist with the state youth tournament when held within their district as directed by the Vice President-Youth
- g. Assist with the state amateur tournament when held within their district as directed by the Vice President-Amateurs
- h. Encourage non-member organizations/individuals to affiliate with TS

Revised 1/28/2012