



## NCSS LEAGUE SECRETARY

### Job Description

#### General Duties

The Secretary works under the direction of the Commissioner and is generally responsible for maintaining and timely updating of NCSS League records, files and documents, including both in archive and current-need format.

#### Specific tasks

**Maintains, collects, creates and updates League records including but not limited to the following:**

NCSS Master Roster Excel spreadsheet, including adding new player information and editing and adding information such as signed waivers that the League maintains on each player

NCSS Stats both current and archived

NCSS Current Season Roster and Schedule

NCSS tournament communications with teams, reports to Directors, and other documents that catalog a reference set of documents that will be available for current and future Tournament Directors

NCSS pictures and videos

NCSS Rules

Assists Managers in tabulating statistics and information regarding their teams and players

Ensures quality control regarding information that the Webmaster posts on the League Website

Timely prepares initial and follow-up proposed teams with the Commissioner and Player Representative before the beginning of each new season for final player assignment by Directors

Provides timely advice and statistical support to the Commissioner for placing new players to teams during the season pursuant to league standards

Arranges for timely publication of league-related and tournament-related documents

Maintains Mailchimp or such other software that allows communication to League players

Maintains Dropbox or such other software that allows for storage and access to League records

Maintains WIX or such other website software as needed for an effective League website (if webmaster and secretary are the same person)



## **NCSS LEAGUE SECRETARY**

### **Job Description**

Maintains and updates SSUSA information regarding the League and the Annual NCSS Tournament

Maintains appropriate confidentiality of League records and information

Such other duties as may be assigned by the Commissioner