## **2024 SMFA Board Positions**

The Secretary who shall assume the responsibility to ensure that all decisions and policies of the Board and the AGM have been duly recorded and that the procedures respecting meetings of the SMFA as set out in the Constitution/By-Laws have been observed. The secretary will be responsible for securing and distributing, where needed, our Certificate of Insurance from the Provincial Body (Football Ontario).

The Registrar will assume the responsibility to ensure all players are properly registered with S.M.F.A. and all League Registrations are completed and accurate and together with the Treasurer ensure all payments and fees are collected and properly accounted for. The Registrar will coordinate with the League Directors to ensure current pictures are taken for submission to the appropriate league Websites when required for league Registration.

The Equipment Director will be responsible for the maintenance of the equipment on and off the field. The Equipment Director will be responsible for establishing an inventory directory and address any shortages in equipment. The Equipment Director will coordinate with the Registrar in order to establish equipment handout dates and will coordinate with the General manager on the selection of Team Uniforms.

The General Manager will act as the channel of communication between the Leagues and the SMFA Board and Membership. The General Manager will be the channel of Communication with all Team Managers and Governors and the SMFA Board. The General Manager will work with the President in the recruitment and selection of Head Coaches.