* Attend monthly NLYAA meetings.
* In the absence of the President, oversee monthly meetings following the process as outlined in the bylaws
* Manage Clearances
	+ Communicate with vendor
	+ Ensure we have most cost effective and valid vendor
	+ Ensure all sports have director and coach clearances PRIOR to 1st practice
	+ Maintain files of clearances, vendor data, and all other pertinent clearance data
* Communicate NLYAA activities to the schools and Town Gazettes
	+ Inquire at monthly meetings for new sport information from directors
	+ Post registration dates and open positions
* Serve on grievance boards as needed
* Back up President on all duties