



Board of Directors Job Descriptions



PRESIDENT

Duties and Responsibilities:

The President shall:

- (a) Conduct the affairs of the organization and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Organization at the annual meeting.
- (c) Communicate to the Board of Directors, such matters as deem appropriate, and make such suggestions as may tend to promote the welfare of the *New England Diamond Gems*.
- (d) Be responsible for the conduct of the *New England Diamond Gems* in strict conformity to the policies and principles, Rules and Regulations of the ASA, NSA PGF and PONY Organizations, as agreed to under the conditions of charter issued to by that organization.
- (e) Designate in writing, other officers if necessary, to have power to make and execute for/and in the name of the *New England Diamond Gems* such contracts and leases as may have received.
- (f) Investigate complaints, irregularities and conditions detrimental to the *New England Diamond Gems* and report thereon to the Board as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) Examine the application and support proof-of-age documents of every player candidate and certify to age eligibility before the player may be accepted for selection.

Knowledge, Skills and Abilities:

Have three year's experience serving on a non-profit Board of Directors

Serve in a leadership capacity on a non-profit Board of Directors

Understand IRS and State of New Hampshire non-profit laws and regulations

Knowledge in Robert's Rules of Order

Must be able to collaborate with the Executive Treasurer to develop and implement the New England Diamond Gems Nonprofit's financial strategy

Good oral and written communication skills

Must be able to engage businesses, players and parents to support the cause or mission of the New England Diamond Gems.



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Must be able to creating fundraising ideas, implementing fundraising events and have personal involvement with the fundraising activities for the New England Diamond Gems

Identify, develop, and mentor the future leadership positions in the organization

Must be able to conduct personal performance evaluations

Qualifications:

Recommended Business Degree (Preferably a Bachelor's or Master's degree in Business Administration)

3 year's experience serving on a non-profit Board of Directors

Preferably prior experience serving as a Vice President or President on a non-profit Board of Directors

Softball Specific Qualifications:

Must have played or coached at an elite level of softball.

Must hold National Coaching Certifications

Must successfully pass a back ground check

Any combination of education or experience may be substituted for official recommended qualifications



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EXECUTIVE VICE PRESIDENT

Duties and Responsibilities:

The Executive Vice President shall

- (a) Perform the duties of the President in the absence or disability of the Director of Operations, provided he or she is authorized by the President or Board so to act. When so acting, the Executive Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the Director of Operations.
- (c) Oversee the operations of the New England Diamond Gems softball operation.

Knowledge, Skills and Abilities:

Have three year's experience serving on a non-profit Board of Directors

Serve in a leadership capacity on a non-profit Board of Directors

Understand IRS and State of New Hampshire non-profit laws and regulations

Knowledge in Robert's Rules of Order

Must be able to collaborate with the Director of Operations and the Treasurer to develop and implement the New England Diamond Gems Nonprofit's financial strategy

Good oral and written communication skills

Must be able to engage businesses, players and parents to support the cause or mission of the New England Diamond Gems.

Must be able to creating fundraising ideas, implementing fundraising events and have personal involvement with the fundraising activities for the New England Diamond Gems

Identify, develop, and mentor the future leadership positions in the organization

Must be able to conduct personal performance evaluations

Qualifications:

Recommended Business Degree (Preferably a Bachelor's or Master's degree in Business Administration)

3 year's experience serving on a non-profit Board of Directors

Preferably prior experience serving as a Vice President or President on a non-profit Board of Directors



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Softball Specific Qualifications:

Must have played or coached at an elite level of softball.

Must hold National Coaching Certifications

Must successfully pass a back ground check

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BUSINESS DEVELOPMENT DIRECTOR

The Business Development Director Shall:

Plan, organize, staff, and directs the organizational development, communications and community relations activities to enhance the sustainability and expansion of the New England Diamond Gems programs and services.

Be responsible for fostering corporate partnerships that result in programs, initiatives, cause marketing campaigns and donations for the New England Diamond Gems organization.

Knowledge, Skills and Abilities:

Have three year's experience serving on a non-profit Board of Directors

Serve in a leadership capacity on a non-profit Board of Directors

Good oral and written communication skills

Excel spreadsheet and Word experience

Must be able to develop and foster relationships

Must understand Local, State and National contract law

Qualifications:

Business Degree (Preferably a Bachelor's or Master's degree in Business Administration)

3 years experience serving on a non-profit Board of Directors

Experience in Business Sales and Business Development

Any combination of education or experience may be substituted for official recommended qualifications

Softball Specific Qualifications:

Must have played or coached at an elite level of softball.

Must hold National Coaching Certifications

Must successfully pass a back ground check

Any combination of education or experience may be substituted for official recommended qualifications



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EXECUTIVE TREASURER

The Executive Treasurer shall:

- (a) Perform such duties as we herein specifically set forth and such other duties as are customary, incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of the *New England Diamond Gems*.
- (d) Approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by checks must have dual signatures.
- (e) Prepare an annual budget, under the direction of the Director of Operations, for submission to the Board of Directors at the annual meeting.
- (f) Prepare a monthly and an annual financial report, under the direction of the President, for submission to the Board of Directors and at the annual meeting.
- (g) Responsible for getting books audited and taxes complete by December 31 each year.

Knowledge, Skills and Abilities:

Have three year's experience serving on a non-profit Board of Directors

Understand IRS and State of New Hampshire non-profit laws and regulations

Must be able to collaborate with the Director of Operations to develop and implement the New England Diamond Gems Nonprofit's financial strategy

Good oral and written communication skills

Working knowledge of Quick Books and spread sheets

Develop monthly written financial reports

Must be able to conduct future financial forecasting

Qualifications:

Recommended Business Degree (Preferably a Bachelor's or Master's degree in Finance or Business Administration)

Recommended Certified Professional Accountant (CPA)

3 years experience serving on a non-profit Board of Directors



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Softball Specific Qualifications:

Must have played or coached at an elite level of softball.

Must hold National Coaching Certifications

Must successfully pass a back ground check

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VICE PRESIDENT SOFTBALL OPERATIONS

The Vice President Softball Operations Director Shall:

- (a) Provide leadership and management at the appropriate age levels;
- (b) Implement the Director of Operations strategies and directives at the appropriate age levels
- (c) Assist in the process of the selection of team players at the appropriate age levels
- (d) Assist in the process of the selection of team coaches at the appropriate age levels
- (f) Investigate all conflicts and complaints, provide a written report of findings to the Director of Operations and the Board of Directors
- (g) Serve as primary contact person for the player athletes and their families at the appropriate age levels
- (h) Assist in the implementation of the overall player development activities at the appropriate age levels
- (i) Mediate all player/parent or team conflict at the appropriate age levels

Knowledge, Skills and Abilities:

Have three year's experience serving on a non-profit Board of Directors

Good oral and written communication skills

Maintain and update appropriate organizational data bases

Excel spreadsheet and Word experience

Qualifications:

Recommended Business Degree (Preferably a Bachelor's or Master's degree in Business Administration)

3 years experience serving on a non-profit Board of Directors

Softball Specific Qualifications:

Must have played or coached at an elite level of softball.

Must hold National Coaching Certifications

Must successfully pass a back ground check



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Any combination of education or experience may be substituted for official recommended qualifications



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VICE PRESIDENT BASEBALL OPERATIONS

The Vice President Baseball Operations Director Shall:

- (a) Provide leadership and management at the appropriate age levels;
- (b) Implement the President and the Board of Directors strategies and directives at the appropriate age levels
- (c) Assist in the process of the selection of team players at the appropriate age levels
- (d) Assist in the process of the selection of team coaches at the appropriate age levels
- (f) Investigate all conflicts and complaints, provide a written report of findings to the President and the Board of Directors
- (g) Serve as primary contact person for the player athletes and their families at the appropriate age levels
- (h) Assist in the implementation of the overall player development activities at the appropriate age levels
- (i) Mediate all player/parent or team conflict at the appropriate age levels

Knowledge, Skills and Abilities:

Have three year's experience serving on a non-profit Board of Directors

Good oral and written communication skills

Maintain and update appropriate organizational data bases

Excel spreadsheet and Word experience

Qualifications:

Recommended Business Degree (Preferably a Bachelor's or Master's degree in Business Administration)

3 years experience serving on a non-profit Board of Directors

Baseball Specific Qualifications:

Must have played or coached at an elite level of Baseball.

Must hold National Coaching Certifications

Must successfully pass a back ground check



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EXECUTIVE SECRETARY

The Executive Secretary shall:

- (a) Be responsible for recording the activities of the Organization and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Organization, the Board of Directors and Committees.
- (d) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall, be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify Members, Directors, Officers and committee members of their election or appointment.
- (g) Have responsibility for all electronically created information, maintaining the availability, proper archiving, and the security of such information

Knowledge, Skills and Abilities:

Have three year's experience serving on a non-profit Board of Directors

Good oral and written communication skills

Excel spreadsheet and Word experience

Qualifications:

Business Degree (Preferably a Bachelor's or Master's degree in Business Administration)

3 years experience serving on a non-profit Board of Directors

Softball Specific Qualifications:

Must have played or coached at an elite level of softball.

Must hold National Coaching Certifications

Must successfully pass a back ground check



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BOARD OF DIRECTOR APPOINTED POSITIONS

The Board of Director Appointed Positions Shall:

(a) Shall consist of the appropriate number designated by the Board of Directors needed to successfully carry out its mission and vision.

(b) The Board of Directors Appointed Positions shall advise with and assist the Board of Directors in all matters concerning its interests and the management of the organization, its affairs, and shall have such other powers as may be delegated to it by the organizational Charter, Constitution and By-Laws.

Knowledge, Skills and Abilities:

Preferably prior experience serving on a non-profit Board of Directors

Good oral and written communication skills

Excel spreadsheet and Word experience

Qualifications:

Recommended Business Degree (Preferably a Bachelor's or Master's degree in Business Administration)

Preferably prior experience serving on a non-profit Board of Directors

Any combination of education or experience may be substituted for official recommended qualifications

Softball Specific Qualifications:

Must have played or coached at an elite level of softball.

Must hold National Coaching Certifications

Must successfully pass a back ground check

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WORK REQUIREMENTS

These physical work requirements apply to all the above job descriptions.

Physical Abilities: Standing and walking for extended periods of time; bending at the waist; speaking and hearing to exchange information and communicate instructions; seeing to observe Athlete and parent work and behavior.

Working Conditions: Work is performed indoors and outdoors



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APPOINTED COMMITTEES

BUILDING & PROPERTY COMMITTEE:

The Director of Operations may appoint a Building and Property Committee consisting of one (1) or more Directors, and other appointed members. The Committee shall investigate and recommend available suitable sites and plans for development of future fields and buildings for the operation of the New England Diamond Gems.

SPONSORS COMMITTEE:

Shall be knowledgeable of the entire operation of the New England Diamond Gems organizational non-profit structure, and to seek sponsors for all teams and the organization.

Shall keep a list of potential sponsors for purposes of financial stability in the New England Diamond Gems organization.

Develop and implement appropriate fundraising events that maximize revenue for the New England Diamond Gems.

Recommend the rate, fee or contribution sponsors are required to remit annually.

To report at least once annually to the sponsors and to present the sponsors with letters of Thanks or Certificates or Pictures.

