

## **WAREHAM LITTLE LEAGUE Board of Directors Roles**

### **President**

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors
- (b) Present a report of the condition of the Local League at the Annual Meeting
- (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League 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 Local League such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

### **Vice President**

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board to so act. When so acting, the 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 President.

### **Secretary**

- (a) Be responsible for recording the activities of the Local League 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 Local League, 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.

#### **Treasurer**

- (a) Perform such duties as are herein set forth and such other duties as are customarily 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 Local League, including the Auxiliary, 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.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.

#### **Player Agent**

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (c) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- (d) Prepare the Player Agent's list.
- (e) Prepare for the President's signature and submission to Little League International, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League International of any subsequent player replacements or trades.

#### **Safety Officer**

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.  
NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:
  - (1) Education – Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.

- (2) Compliance – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- (3) Reporting – Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

#### **League Information Officer**

- (a) Manage the league's home page;
- (b) Manage the online registration process and ensure that league rosters are maintained on the site;
- (c) Assign administrative rights to league volunteers and teams;
- (d) Ensure the league news and scores are updated on a regular basis;
- (e) Collect, post and distribute important information on League activities including direct dissemination of fund- raising and sponsor activities to Little League International, district, public, league members and media;
- (f) Serve as primary contact person for Little League administration and for distributing information to league members and to Little League International.

#### **Coaching Coordinator**

- (a) Represent coaches/managers in league;
- (b) Present a coach/manager training budget to the board;
- (c) Gain the support and funds necessary to implement a league-wide training program;
- (d) Order and distribute training materials to players, coaches and managers;
- (e) Coordinate mini-clinics as necessary;
- (f) Serve as the contact person for Little League and its manager-coach education program for the league.

#### **Assistant Coaching Coordinator**

- (a) Perform the duties of the Coaching Coordinator in the absence or disability of the Coaching Coordinator, provided he or she is authorized by the Coaching Coordinator or Board to so act. When so acting, the Assistant Coaching Coordinator 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 Coaching Coordinator.

#### **Fields Maintenance**

- (a) Responsible for the care and maintenance of the playing fields and grounds of the complex including mowing, fertilizing and trimming grass and hedges where necessary.
- (b) Sprinkler maintenance for playing fields
- (c) Notify and request assistance from other board members when necessary

#### **Complex Building Maintenance & Repairs**

- (a) Maintenance and repairing all structures at the complex including emergency repairs and general wear and tear repairs.
- (b) Notify and request assistance from other board members when necessary

**Purchasing and Pricing Manager**

- (a) Obtaining bids and quotes for various projects and items
- (b) Present them to the board an organized manner for vote

**Fund Raising Coordinator**

- (a) Investigate ways and means of financing the Leagues including team sponsorship
- (b) Submit recommendations to the board on various types of fund raising
- (c) Coordinate and run fund-raising events with the assistance of other board members
- (d) Work with Treasurer to be sure all collected funds are properly accounted for

**Umpire- In - Chief**

- (a) Responsible for recruiting, interviewing and recommending to the President a staff of umpires and replacements
- (b) Responsible for scheduling umpires for regular games
- (c) Notify umpires of game cancellations in a timely manner
- (d) Work with Treasurer to have the umpires paid

**Concession Stand Manager**

- (a) Responsible for purchasing all supplies and food for the concession stand and the Men's and Ladies' Room
- (b) Responsible for cleaning and general maintenance of kitchen area and rest room facilities.
- (c) Notify Building Maintenance of any necessary repairs
- (d) Responsible for depositing all snack bar profits and submitting receipts to the Treasurer
- (e) Coordinating sufficient volunteers to staff the snack bar for all scheduled games