

## LYBS Volunteer Positions

### **BOARD Position: League President**

**Description:** The LYBS President shall:

- a. Conduct the affairs of LYBS and execute the policies established by the Board of Directors.
- b. Present a report of the condition of LYBS 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 LYBS.
- d. Be responsible for the conduct of LYBS in strict conformity to league affiliations, including the policies, principles, Rules and Regulations of said league, as agreed to under the conditions of charter issued LYBS by that organization.
- e. Designate, in writing, other officers if necessary, to have power to make and execute for/and in the name of LYBS such contracts and leases as may have been received and prior approval of the Board.
- f. Investigate complaints, irregularities and conditions detrimental to LYBS and report thereon to the Board of Directors as circumstances warrant.
- g. Be responsible for the proper execution of the approved annual Operational budget.
- h. Be responsible for the proper execution of the approved annual Calendar.
- i. The President shall preside at all meetings.
- j. The President shall delegate responsibility to other Board members and members of the LYBS at large to conduct business for the well being of LYBS.
- k. Represent LYBS at District meetings and have the authority to act in the best interest of LYBS.
- l. Serves as the liaison with Littleton Park and Rec Department.

### **BOARD Position: Treasurer**

**Description:** The Treasurer shall:

- a. Perform such duties as are herein specifically set forth and such other duties as are customarily incident the Office of Treasurer or may be assigned by the Board of Directors.
- b. Receive all moneys and securities, not otherwise received by the Park and Recreation Department, and deposit same in a depository approved by the Board of Directors.
- c. Keep records for the receipt and disbursement of all moneys and securities of the Local League. Draft checks for all Board of Directors approved payments from allotted funds.
- d. Prepare an annual financial report for submission to the Members and Board of Directors at the annual meeting.
- e. Prepare an Operational budget.
- f. Provide a financial report on the current financial status of LYBS at each board meeting.

### **BOARD Position: Secretary**

**Description:** The Secretary shall:

- a. Be responsible for recording the activities of LYBS and maintain appropriate files, 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 Board Members, Coordinators, and Committee Members. Give notice of all Annual, Board, or Special meetings of LYBS,
- d. Keep the minutes of the Annual, Board, and Special meetings and cause them to be recorded in a book kept for that purpose.
- e. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings.

**BOARD Position: Babe Ruth League Coordinator**

**Description:** The Babe Ruth League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Babe Ruth League operation.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting.

**BOARD Position: Baseball Majors 70 League Coordinator**

**Description:** The Baseball Majors 70 League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Majors 70 League operation.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting.
- e. Assist and facilitate baseball tournament coordination and tournament player selection.

**BOARD Position: Baseball Majors 60 League Coordinator**

**Description:** The Baseball Majors 60 League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Majors 60 League operation.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting.
- e. Assist and facilitate baseball tournament coordination and tournament player selection.

**BOARD Position: Baseball Minor League Coordinator**

**Description:** The Baseball Minor League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Minor League operation.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting.
- e. Assist and facilitate baseball tournament coordination and tournament player selection.

**BOARD Position: Baseball Rookie League Coordinator**

**Description:** The Baseball Rookie League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Rookie League operation.
- b. Ensure adherence to local Rookie League Baseball Rules.
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from coaches.
- e. Compile and maintain the regular season game schedule.
- f. Provide a report on the current status of the league at each board meeting.

**BOARD Position: Teeball League Coordinator**

**Description:** The Teeball League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Teeball League operation.
- b. Ensure adherence to local Teeball League Baseball Rules.
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from coaches
- e. Compile and maintain the regular season game schedule
- f. Provide a report on the current status of the league at each board meeting.

**BOARD Position: Softball Senior League Coordinator**

**Description:** The Softball Senior League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Softball Senior League operations .
- b. Represent LYBS at appropriate league meetings and have the authority to act in the best interest of LYBS.
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from local coaches.
- e. Compile and maintain the regular season game schedule.

- f. Provide a report on the current status of the league at each board meeting.
- g. Assist and facilitate softball tournament coordination and tournament player selection.

**BOARD Position:** Softball Majors League Coordinator

**Description:** The Softball Majors League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Softball Majors League operations.
- b. Represent LYBS at appropriate league meetings and have the authority to act in the best interest of LYBS.
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from local coaches.
- e. Compile and maintain the regular season game schedule.
- f. Provide a report on the current status of the league at each board meeting.
- g. Assist and facilitate softball tournament coordination and tournament player selection.

**BOARD Position:** Softball Minor League Coordinator

**Description:** The Softball Minor League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Softball Minor League operations.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Compile and maintain the regular season game schedule.
- e. Provide a report on the current status of the league at each board meeting.
- f. Assist and facilitate softball tournament coordination and tournament player selection.

**BOARD Position:** Softball Rookie League Coordinator

**Description:** The Softball Rookie League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Softball Rookie League operations.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Compile and maintain the regular season game schedule.
- e. Provide a report on the current status of the league at each board meeting.

**BOARD Position:** Equipment and Uniform Coordinator

**Description:** The Equipment and Uniform Coordinator shall:

- a. Perform an inventory of all equipment and uniforms.
- b. Be responsible for securing bids on needed supplies, equipment, and uniforms.
- c. Make recommendations for supply/equipment/uniform replacement and purchases to the Board.
- d. Be responsible for the acquisition (once Board approval is received) and proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.
- e. Be responsible for the acquisition (once Board approval is received) and proper issuance of such uniforms for cleaning and storage thereof at the close of the season.
- f. Provide a report on the current status of the league at each board meeting.

**VOLUNTEER Position: Senior Baseball League Coordinator**

**Description:** The Senior League Coordinator to facilitate the activities of the Macintosh league, including registration process, off-season planning, representation of LYBS on the Mac League board, and on season activities.

**VOLUNTEER Position: Baseball Tournament Team Coordinator**

**Description:** The Baseball Tournament Team Coordinator shall:

- a) Be responsible to LYBS for the proper conduct of the Tournament team operation.
- b) Ensure adherence to Babe Ruth and Cal Ripken League Baseball Tournament Rules.
- c) Ensure adherence to the discipline policy of LYBS.
- d) Perform in the role of LYBS contact serving as liaison with Massachusetts State, New England Regional and Babe Ruth/Cal Ripken National Headquarters for tournament related matters.
- e) Update and ensure adherence to the LYBS tournament team selection process document approved by LYBS, and serve as facilitator of the tournament team selection meeting.
- f) Assist tournament team coaches in the completion of all paperwork related to tournament team submission.
- g) Provide a report on the current status of the league at each board meeting, including latest information regarding tournament locations and dates.

**VOLUNTEER Position: Website Coordinator**

**Description:** The Website Coordinator is responsible for the LYBS website function and content. The website coordinator maintains the functionality of the website.

**VOLUNTEER Position: Field Scheduling Coordinator**

**Description:** The Field Scheduling Coordinator will facilitate the scheduling of practices and games. The field scheduler will also facilitate the scheduling of make-up games and/or additional practices and games.

**VOLUNTEER Position: Registration Coordinator (Registrar)**

**Description:** The Registrar will facilitate all aspects of the registration process, including interactions with the Park and Recreation Department, media, other forms of advertisement, and tracking registrations.

**VOLUNTEER Position: Jamboree Coordinator**

**Description:** The Jamboree Coordinator will coordinate all aspects of the annual LYBS Jamboree, which includes location reservations, equipment reservations and delivery/pickup, solicit volunteers, develop volunteer schedule, and all other duties necessary.

**VOLUNTEER Position: Concession Stand Coordinator**

**Description:** The Concession Stand Coordinator will operate and further develop the Concession Stand activities at league events.

**VOLUNTEER Position: Safety Coordinator**

**Description:** The Safety Coordinator creates awareness, through education and information, of the opportunities to provide a safer environment for all participants of LYBS. The coordinator shall be responsible for maintaining, updating, communicating the Safety Plan and for increasing safety of activities, equipment and facilities through education (facilitate meetings and distribute information), and reporting.

**VOLUNTEER Position: Apparel Coordinator**

**Description:** The Apparel Coordinator will coordinate the design, selection, and acquisition of LYBS apparel for sales; promote and sell LYBS apparel through onsite and internet sales; and coordinate apparel income.

**VOLUNTEER Position: Photo Day Coordinator**

**Description:** The Photo Day Coordinator will coordinate all aspects of the LYBS player photographs, which include the selection of the photography company, determining dates for photographs, reserving facilities for location where photographs will be taken, scheduling all teams for their picture time slot, and all other duties as necessary.

**VOLUNTEER Position: Calendar Raffle Coordinator**

**Description:** The Calendar Raffle Coordinator will coordinate all aspects of the LYBS Calendar Raffle fundraiser, which includes arranging for printing of calendars, dissemination of raffles to all coaches or team representative, collection of all funds, and all other duties as necessary.

**VOLUNTEER Position: Fundraising Committee**

**Description:** The Fundraising Committee will review, evaluate, facilitate projects (both old and new) for raising money, and make recommendations to the Board.

**VOLUNTEER Position: Field Maintenance Coordinator**

**Description:** The Field Maintenance Coordinator will investigate and recommend available, suitable sites and plans for development; is responsible for repair and improvement recommendations, other than normal maintenance as provided by the Town, and supervise the performance of approved projects; works with the Town for the care and maintenance of the playing fields(s), buildings and grounds.

**VOLUNTEER Position: Sponsor Coordinator**

**Description:** The Sponsor Coordinator will actively solicit and acquire sponsorships for uniforms and the website according to league requirements.

**VOLUNTEER Position: Umpire Coordinator**

**Description:** The Umpire Coordinator shall recruit, interview and recommend to the Board for appointment a staff of umpires. When appointed, the staff of umpires shall be under the personal direction of the Umpire Coordinator who shall train, observe and schedule the staff.

**VOLUNTEER Position: Can Day Coordinator**

**Description:** The Can Day Coordinator will coordinate the LYBS Can Day fundraiser, which includes reserving the transfer station, acquiring approval from local establishments to use their facilities for the event, scheduling time slots for respective teams, communicating logistics to all coaches, and collecting all funds.

**VOLUNTEER Position: CORI Coordinator**

**Description:** The CORI Coordinator will coordinate the collection of CORI forms for all adult LYBS volunteers.

**VOLUNTEER Position: Spinners Game Coordinator**

**Description:** The Spinners Game Coordinator will coordinate all aspects of the LYBS Spinners Game event/fundraiser, which includes arranging for tickets, communicating the event for ticket sales, dissemination of tickets to all coaches or team representative, collection of all funds, and all other duties as necessary.

**VOLUNTEER Position:** Memorial Day Parade Coordinator

**Description:** The Memorial Day Parade Coordinator will coordinate LYBS participation in the annual Littleton Memorial Day Parade.

**VOLUNTEER Position:** Event Calendar Coordinator

**Description:** The Event Calendar Coordinator will provide strategic planning, monitoring, and timing of LYBS activities through the development of an LYBS calendar schedule reflective of key events, season timing, and pertinent activities.