***2015
Kernersville Little League Board of Directors

Descriptions of Board Positions and Responsibilities***

*General Notes:*

All board members are expected to attend at least 8 monthly meetings. 3 consecutive absences without prior communication constitutes an automatic resignation.

Board members are expected to complete any tasks assigned by the President to the best of their ability.

Board members are expected to be committed for 12 months, not just during the season.

Board members are expected to provide the board and President a status report of their activities at board meetings when
requested.

*Board members are expected to serve as positive role models and leaders for the league.*

*Board members are expected to assist with signups and registration.*

Board members should display a positive attitude and willingness to serve the league as a community.

Board members must serve as field supervisor for three dates during the spring season and one date during the fall season.

Board members will attend league functions as directed by the President and volunteer for special projects.

Board members will carry all keys assigned to them at all times while they are on the property of either Swaim or Sahabi.

Board members WILL NOTIFY THE PRESIDENT AT LEAST 48 HOURS PRIOR TO A BOARD MEETING THAT THEY WILL NOT BE IN ATTENDANCE.

**President:**

* Develops Master Calendar for approval by board.
* Oversees all the affairs and assumes full responsibility of the league.
* Represents the league in the District organization and attends all district meetings.
* Authorizes the annual application for charter and binds all members of the league to observe the regulations. Submits the application for charter to Little League International.
* Presides over all Board of Directors’ meetings.
* Prepares and distributes Board of Directors’ meeting draft agendas one week in advance of meeting for input and final agenda no later than 2 days prior to meeting.
* Receives all communication from Little League Headquarters and the District.
* Serves on the Finance and Budget Committee.
* Promptly responds to all board members via email/telephone or in writing.
* Update Managers/ Coaches Manual and give to Secretary for distribution to VPs of Baseball and Softball.
* Open/review all KLL mail (including bank statement) prior to distribution to appropriate Board Member.
* Attends all drafts and selection of teams.
* Responsible for Closing Day Ceremonies.

**Vice President:**

* Oversees ALL tryouts and registration duties and works directly with Player Agent during signups
* Responsible for all Divisional VPs and Player Agents
* Ensure that all managers/coaches attend required meetings and clinics
* Presides in the absence of the President.
* Serves on Budget/Finance Committee
* Responsible for Opening Day ceremonies

**Secretary:**

* Maintains a register of all members and directors. Communicates with the Player Agents to obtain this information. Register should be on a spreadsheet and include all known contact numbers along with email addresses.
* Records all minutes of meetings and distributes a draft for board review 48 hours in advance of the next scheduled meeting.
* Distributes “Unapproved/Draft Minutes” to Board 48 hours after meeting for preliminary review.
* Responsible for historical records of the league, including creating archives annually (working with the Information Officer) or newspaper articles, record of all star standings, district and state winners, etc.
* Responsible for sending out all communication to the board by email including notice of meetings, minutes, and any communication designated by the President and Vice-Presidents.
* Maintain and organize all league forms, communication files, etc.
* Maintain organization of the Board Room.
* Following Board Approval distributes Master Calendar to Information Officer.
* Obtain copy of updated Managers/Coaches manual and ASAP Policy for KLL records. Insure that Information Officer has appropriately distributed.
* Constantly monitors the web site and bulletin boards for accurate, timely and complete information. Maintain close contact with the Information Officer to insure adequate communication.

**Team Mom Director:**

* Oversees picture day and submits any photography bids to the board for approval.
* Works with the concession director to contact Team Moms for concession duty
* Oversees trophy orders for all teams who purchase trophies thru KLL.
* Works with Safety Officer to ensure all First Aid kits are kept current and distributed
* Orders all awards and trophies presented during opening and closing day ceremonies
* Maintains complete roster and contact info of Team Moms for entire league.

**Treasurer:**

* Prepare budget.
* Chair of Budget/Finance Committee.
* Sign checks and dispense league funds as approved by the board.
* Participate in all registrations.
* Provide monthly budget report to the league.
* Maintain league financial records.
* Prepare and present annual financial statements at Annual Board Meeting.
* Assume full responsibility for all league finances.
* Perform all bank deposits and transactions.
* Prepare or coordinate preparation of all tax returns and corporate filings within deadlines.
* Reconciles bank statement

**Safety Officer:**

* Coordinates all safety activities in accordance with the ASAP guidelines.
* Provides all First Aid Training and Safety Training for the league.
* Coordinates reporting, follow up and prevention of injuries.
* Distribute and refill First Aid Kits.
* Communicate with the President and Vice Presidents regarding weather/safety related game/practice cancellations.
* Report and follow up with Field Maintenance Director regarding identified field safety issues in a timely manner.
* Provide ongoing safety communication at the fields to managers, coaches, players and parents.
* Maintain and report injury stats to the board.
* Ensure all safety issues/needs are budgeted.
* Provide yearly update of the Safety Manual along with distribution.

**Information Officer:**

* Manage the league’s web site.
* Distributes important information regarding league activities directly to parents and volunteers via email.
* Communicates with local civic/community organizations regarding KLL.
* Coordinates any league presentations within the community.
* Responsible for all local school flyer communication/distribution for spring and fall registration.
* Responsible for all publications in the Kernersville News including advertising.
* Coordinates any league interviews with local news.
* Arranges all news coverage for Opening Day and special events along with any other communication needs as directed by the VP and/or President.
* Serves on the Fundraising Committee.
* Post pictures, responsibilities and contact information of all current board members at the complex and on the website.
* Post all game, concession, and meeting schedules on outside boards at the complex and website

**VP Fundraising**

* Oversees all fundraising activities for KLL
* Responsible for developing a spring and fall fundraiser
* Chairperson of the Fundraising Committee.

**Umpire in Chief:**

* Schedule umpires for all games
* Responsible for practice and game schedule for entire season and tournament
* Tracking of final umpire assignments and payments for all games
* Responsible for rescheduling of games and umpires
* Communication with umpire association representatives
* Communication with other leagues regarding Interleague schedules.
* Be knowledgeable of Little League and Local playing rules
* Member of the protest committee with the President, Player Agent, and VP Baseball or VP Softball.
* Represent and support the umpires as a member of the Board of Directors
* Responsible for recruiting and training umpires for lower divisions.
* Chairs Protest Committee.

**VP Operations Softball**

* Conduct Softball Managers/Coaches meetings as scheduled.
* Coordinate over all Registrations and Tryouts in all Softball Divisions.
* Year round responsibility for the coordination of all activities related to softball.
* Prepares a list of all manager and coach applicants for submission to the President for all softball divisions.
* Assists the Player Agent Softball with registration, draft and team selection.
* Serves on the Safety Committee to ensure all softball safety issues are addressed.
* Report any identified manager/training needs to the Vice President.
* Assist the Vice President with any manager/coach training.
* Provide assistance to Player Agent Softball as needed.
* Primary communication with all softball managers/coaches. May provide mass emails to managers/coaches following communication with the league Information Officer.
* Provide all softball managers with a copy of yearly Little League rulebook along with copy of Local Rules.
* Attempt conflict resolution with Softball and promptly inform the President of any conflict and seek the President’s assistance.
* Remind all managers/coaches and parents of available resources i.e. KLL website and links, posting of schedules at fields, board meeting dates and member contact information.
* Serves on Protest Committee.

**Player Agents Baseball and Softball:**

* Oversees all player and volunteer registration.
* Responsible for creating both a Spring and Fall application for players to register
* Provides league secretary with all registration information in the form of spreadsheets and/or files.
* Maintains updated registration information.
* Responsible for checking birth records and player eligibility for all players.
* Conducts all player tryouts in coordination with VPs of Baseball and Softball.
* Coordinates the scheduling of the drafts with the President and VPs Baseball and Softball.
* Conducts the selection of teams via the player draft at all levels of baseball and softball.
* Solely responsible for managing player trades, in coordination with league vice presidents. Makes recommendations to the President and the Board of Directors for approval of all trades.
* Responsible for submitting final roster to Williamsport by due date.
* Responsible for creating and distributing an All Star application for all levels of play.
* Responsible for conducting the All Star voting and selection process. Ensuring local rules are followed in regards to selection of players and managers.
* Responsible for obtaining managers all-star selection forms by required date.

**Equipment/Uniform Director:**

* Responsible for the upkeep, maintenance and distribution of all player equipment.
* Coordinates the distribution and collection of all playing equipment at the beginning and end of each spring and fall seasons.
* Cleans bags and equipment.
* Replaces equipment as needed.
* Orders all new equipment after board approval.
* Obtains and coordinates equipment and uniform bids for Board approval.
* Inspects all equipment, removes damaged, worn or unsafe equipment and replaces with new.
* Responsible for ordering and distributing all uniforms for regular season, all stars, and fall ball.
* Display actual uniform samples to board members for approval along with pricing information prior to the ordering of uniforms.
* Coordinate with VP Sponsors/Signs to ensure correct team colors and logos.
* Maintain log of all current managers who have been issued equipment.

**Concession Director:**

* Oversees the day-to-day operation of the concession stand.
* Serves as the Chairperson for the Concession Committee.
* Ensures that all volunteers working in the concession meet the age requirements and understand the Health Department guidelines, as well as any risks associated with not meeting their guidelines.
* Responsible for training the volunteers working concession stand.
* Follows-up after a Health Department visit to ensure all items noted as problems are addressed in a timely manner.
* Posts necessary guidelines in the concession stand.
* Coordinates with the Vice President, volunteers for the workday activities in the concession stand.
* Follows up with the President, Safety Officer and Vice President for any items needing addressed as outlined in the Health Department’s inspection of the premises.
* Addresses any safety issues with the Safety Officer.
* Ensures adequate food inventory at all times.
* Ensures adequate fountain and bottled drink inventory at all times.
* Ensures adequate inventory of other needed supplies at all times.
* Responsible for price changes on items in concession stand. Must be approved by board prior to increase.
* Responsible for the accurate records of the cashbook; recording the daily receipts.
* Responsible for maintaining accurate receipts for all items purchased for concession stand.
* Addresses any issues/conflicts concerning concession stand scheduling, etc.
* Coordinates the cleaning and inspection of the fire extinguishers and the hood/fan over grill area, twice per year with the appropriate authorities.
* Responsible for ensuring the picnic tables outside the concession stand and the area surrounding them are kept clean.
* Responsible for ensuring the bathrooms are swept out each night and an adequate supply of toilet tissue available.
* Responsible for concession schedule and notifying team moms of schedule and providing schedule to information officer for web site posting.
* Responsible for scheduling and overseeing annual Team Mom meeting.

**VP T BALL**

**VP COACH PITCH BASEBALL**

**VP MINOR BASEBALL**

**VP MAJOR BASEBALL**

**VP JR/SR/ BASEBALL**

**(5 Positions)**

* Attend sign-ups and accept and input applications for the divisions into a spreadsheet provided by the player agent.
* Responsible for notifying managers of all relevant information: game and practice schedules, rainouts, make-up dates,
first aid training and managers and coaches meetings.
* Responsible along with the Player Agent and President for drafting teams in both divisions by age.
* Responsible for working with parents and managers for any issues that may arise during spring and fall baseball. Notify President of any issues of concern.
* Responsible for collecting volunteer applications for managers and coaches within these divisions and submitting them to Coach/Volunteer Director.
* Responsible for collecting all uniform orders and submitting them to Equipment Manager by due date.
* Responsible for conducting annual managers meeting prior to draft of teams.
* Assist Player Agent with tryouts.
* Serves on Managers Committee.
* Ensures pitching records and game records are submitted timely.
* Jr/Sr VP WILL be responsible for creating and scheduling pool players that are needed.

**FIELD MAINTENANCE DIRECTOR**

* Works directly with Ground Personnel (Glen)
* Make FINAL and ONLY decision as to game cancellations, or assigns another volunteer to make decision if not available.
* Oversees workday projects and schedules two workdays per year for entire membership
* Oversees the Adopt a Highway Program to ensure trash is collected.

**VP SPONSORSHIPS AND SIGNS**

* Responsible for invoicing previous sponsors and recruiting new sponsors.
* Oversees outfield sign sells and ensures art work in submitted to sign maker
* Works directly with Uniform director to ensure correct uniform orders are made
* Orders Sponsorship plaques and ensures delivery is made to sponsors.

**COACH/VOLUNTEER DIRECTOR**

Performs background checks on ALL potential Managers, Coaches, Team Moms, Board Members, Volunteer Umpires or any other volunteer position that the President deems a background check would be necessary.

* Oversees Child Protection Program
* Chairs Manager/Coach Selection Committee
* Maintains current phone numbers, cell numbers and emails of every volunteer in the league.