

Board of Directors Position Descriptions

(NOTE: These are year-long assignments covering both spring and fall ball. Varied responsibilities may be shared across positions when suitable for league operations or when volunteer limitations impact necessary league duties.)

PRESIDENT:

- 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 terms of the charter issued to the Local League by Little League Baseball, Incorporated.
- Present a report of the condition of the Local League at the annual meeting.
- 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 which have had prior approval of the Board of Directors (BOD).
- Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the BOD as circumstances warrant.
- Prepare / submit an annual budget (with Treasurer) to the BOD and monitor for proper execution.
- Ensure examination of applications and supporting proof-of-age documents of all player candidates. Certify to residence & age eligibility before players may be accepted for tryouts and team selection.

VICE PRESIDENT OF OPERATIONS:

- Engage with league President on all aspects of league operations
- Attend as necessary meetings/calls with county officials for league needs
- Attend as necessary meetings/calls with LL Regional, District, etc. officials for league needs
- Moderate BOD meetings to ensure priority agenda items are addressed
- Prepare BOD agenda items based on BOD member input
- Author annual league letter to welcome & encourage players/families on the upcoming season

VICE PRESIDENT:

- In the case of the absence of or disability of the President, and if authorized by the President or BOD so to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all of the powers of that office, and may have other duties assigned by the BOD or by the President.

SECRETARY:

- Be responsible for recording the activities of the Local league, and maintaining appropriate files, mailing lists, and necessary records.
- Maintain a list of all Regular and Honorary Members, Directors, and committee members, and give notice of all meetings of the Local League, the BOD, and Committees
- Keep the minutes of the meetings of the Members, the BOD, and Committees, and have them recorded in a book kept for that purpose.
- Be responsible for carrying out all orders, votes, and resolutions not otherwise committed.
- Notify Members, Directors, Officers, and committee members of their election or appointment.

TREASURER:

- Receive all monies and securities, depositing same in a depository approved by the BOD.
- Keep records for receipt and disbursement of monies & securities of the league, approve payments from allotted funds and draw checks in agreement with policies established in advance by the BOD.

- Prepare and monitor league budget, under direction of the President, to be reported at the monthly BOD meeting.
- Prepare an annual financial report, under direction of the President, for submission to the Membership and BOD at the annual meeting.

INFORMATION OFFICER:

- Maintain all league wide communication as directed by the President and/or BOD.
- Monitor the INFO email and provide informational responses or redirection as appropriate.
- With Webmaster, maintain the league wide email distribution list for additions and subtractions.

PLAYER AGENT:

- Record all player transactions and maintain an accurate and up-to date record thereof.
- Receive and review applications for player candidates and assist the President and Registration Director in checking the residence and age eligibility.
- Prepare and conduct the Player Skills Assessment and the Player Draft.
- Prepare and conduct other player transactions such as All Star or Tournament Team Selection
- Notify Little League Headquarters of any subsequent player replacements or trades.
- Work with the Coaching Coordinator to prepare and conduct any league wide skills training.
- Maintains (in coordination with the Chief Umpire and Coaching Coordinator) and suggests changes to the League Local Rules as approved by the BOD.
- Works with the Equipment Director to secure any training aids needed for the skills assessment or skills development training.

SECURITY OFFICER:

- Responsible for running background checks via Board Approved channels of ALL volunteers (BOD Members, Coaches, Assistant Coaches, Umpires and anyone who wishes to step onto the field.)
- Maintain an Approved and Unapproved List of Volunteers.

SAFETY OFFICER:

- Ensures all playing fields & equipment meet safety criteria as outlined by LL Inc.
- Presents the updated Safety Manual to the BOD (By 01/31/each year) for approval.
- Submits the BOD approved Safety Manual to LL Inc.
- Ensures all Coaches and Umpires know and understand all aspects of the Safety Manual.
- Serves as league contact for injuries.
- Files paperwork on injuries with LL Inc.

MARKETING DIRECTOR:

- Advertises league registration dates and other league activities with the local organizations.
- Prepares and distributes advertising with the local schools / businesses with BOD approval.
- Works with the local school system to meet all required regulations for distributing advertisements to the student population.
- Prepares and submits a marketing budget to the BOD.
- Submits all bills associated with purchasing supplies or equipment to the Treasurer.

FUNDRAISING COORDINATOR:

- Prepares fundraising program with BOD before spring season to ensure time for advertising
- Facilitates all aspects of the program details.

- Prepares and submits a fundraising budget to the BOD.
- Submits all bills associated with purchasing supplies / equipment to the Treasurer.

FACILITIES DIRECTOR:

- Completes a yearly pre-season walk-through with Park Authority's Maintenance Personnel to determine a course of action for the upkeep and maintenance of the playing fields
- In coordination with the Safety Officer, conducts field inspections to include dugouts and prepares a plan for remediation of any issues.
- Organize 'field maintenance' volunteers to work on any league maintained field issues.
- Prepares and submits a facilities budget to the BOD.
- Orders all supplies needed for field maintenance (lime, bases, pitching rubbers, shovels, rakes, etc.)
- Submits all bills associated with purchasing supplies or equipment to the Treasurer.
- Continually stocks all equipment sheds with materials needed for the fields

CHIEF UMPIRE

- Is responsible for the training and growth of each Volunteer Umpire.
- Establish a comprehensive program to recruit and train umpire volunteers for the league.
- Orders and distributes umpire materials such as LL Rule Books.
- The initial contact for any conflict resolution related to rules and then engages other BOD members, managers, coaches, etc. if unable to remediate successfully.
- Ensure all umpires have appropriate umpire gear & uniforms.
- Makes sure all other umpires (parents) have access to the appropriate spare umpire gear as needed.
- Maintains (in coordination with the Player Agent and Coaching Director) and suggests changes to the League Local Rules as approved by the BOD.

UMPIRE COORDINATOR:

- Assigns an umpire to competitive games when possible.
- Communicates and facilitates the schedule and any changes to the umpires.
- Works with the Scheduler to facilitate any umpire changes due to game schedule changes.
- Works with Webmaster to ensure all umpire assignments are posted in a logical web-based location

REGISTRATION DIRECTOR:

- Prepares and facilitates registration fees, registration dates, and registration methods
- Compiles, verifies (age and residency requirements) and maintains the list of the registered players and the data collected from them.
- Is the Protector of the Boundaries, handling the in/out of boundary questions
- Responsible for conducting the draft each season
- Produces the skills assessment / team assignment sheets per the specifications of the Player Agent to facilitate the skills assessment and draft.
- Records all team assignments as determined by the draft.
- Produces roster listings and any other specified reports for the teams and the division vice-presidents.
- Produces the downloadable roster file for electronic submission to Williamsport.

SCHEDULING COORDINATOR:

- This person schedules the league's season in accordance with the Little League Operating Manual. This manual dictates that teams play not less than two games a week and 12 games per season.
- Must have complete access to field permits.
- Tracks completed games and assigns rain out or rescheduled dates.

- Works closely with Webmaster to ensure website has most current schedule at all times.
- Works closely with Umpire Coordinator for game coverage in competitive levels.
- Notifies all Coaches, Umpires, Umpire Manager, etc. of any schedule changes.

EQUIPMENT MANAGER:

- Is responsible for the supply, maintenance, and back stock of league equipment (scorebooks, balls, helmets, bats, umpire equipment, etc.).
- Prepares and submits an equipment budget to the BOD.
- Submits all bills associated with purchasing supplies or equipment to the Treasurer.
- Is responsible for the delivery and collection of the team equipment.
- Together with the Safety Officer, purchases and distributes safety kits and cold packs.

UNIFORMS DIRECTOR:

- Is responsible to outfit every Manager, Coach, Umpire and Player with appropriate and approved clothing in accordance with Little League Rules and the BOD.
- Prepares and submits a uniform budget to the BOD.
- Submits all bills associated with purchasing uniforms to the Treasurer.
- Coordinates the distribution of all uniforms.
- Spirit wear management to include ordering, collecting payment, and distribution may be a subset of this position.
- Prepares and submits a spirit wear budget to the BOD.
- Submits all bills associated with purchasing supplies or equipment to the Treasurer.

CONCESSIONS MANAGER:

- Ensures the snack bar is maintained as a convenience to our families, not for league profit.
- Required to be Safe-Serve Qualified.
- Prepares and submits a snack bar budget to the BOD
- Is responsible for the recruitment, training, safety, and supervision of each "volunteer"
- Maintains the building and equipment, staff shifts, purchase supplies
- Makes league deposits to the Treasurer weekly.
- Submits all bills associated with purchasing supplies or equipment to the Treasurer.

WEBMASTER:

- Keeps website active and current.
- Works with the BOD to facilitate the website updates.

PHOTOGRAPHY PROGRAM DIRECTOR:

- Surveys and secures local photography business proposals for league pictures.
- Presents all photography proposals to the BOD for a vote.
- Schedules team pictures.
- Delivers team pictures unless handled by the photography business.

COACHING COORDINATOR:

- The Coaching Coordinator is responsible for the recruitment and training of qualified coaches.
- Prepares and maintains an evaluation program of managers and coaches.
- Orders (within the league budget) and distributes coaching materials such as LL Rule Book.
- Prepares/Updates Coaching Operating Manual and Coaching Agreement.

- Maintains (in coordination with the Player Agent and Chief Umpire) and suggests changes to the League Local Rules as approved by the BOD.
- Schedules and facilitates a Mandatory Coaches Meeting (minimum of one per season) to include First Aid/Safety Training, review of LL and Local Rules, Coaching Agreement, etc.
- Responsible for the overall operation and supervision of the Coaching program for the league.
- Act a liaison between your division manager/coaches and the league president and BOD in terms of concerns, feedback and/or complaints.
- The initial contact for any conflict resolution with coaching and then engages other BOD members, managers, umpires, coaches, etc. if unable to remediate successfully.
- Maintain regular communications with all manager/coaches regarding league happenings (i.e. Opening Day Ceremonies, Fundraisers, Coaches Clinic, Mandatory Managers Meeting etc.).
- Support league fundraiser(s) by communicating regularly with coaches and encouraging participation.

SPONSORSHIP COORDINATOR

- Prepares sponsorship program with the BOD approval.
- Facilitates all aspects of the sponsorship program details.
- Given the authority to adjust sponsorships as seen fit.
- Meets with potential sponsors to assess suitability for sponsorships.
- Advise the BOD as sponsors come through.

SOCIAL MEDIA COORDINATOR

- Serve as Administrator for PWCGSLL social media accounts (Facebook, Instagram, etc)
- Solicit content from league participants; photos, plays of the week, appropriate memes, etc.
- In partnership with Webmaster & Information Officer, ensure content parallels league-wide messaging as suitable.
- In partnership with Marketing Director, Sponsorship Coordinator, and Fundraising Coordinator, ensure content updates.