



La Vernia Little League

Board Position Descriptions

10/01/2011

President

Oversees the affairs of all elements of the Local League

Presents a report of the condition of the Local League at the annual meeting

Communicate to the board and make suggestions to promote the welfare of the Local League

Be responsible for the conduct of the local league in strict conformity to the polices, principle, rules, and regulation of Little League Baseball, Inc. as agreed under the conditions of charter issued to the Local League by that organization

If necessary, designate other officers in writing to have power to make and execute contracts and leases received and prior approved by the board for the Local League

Investigate complaints, irregularities, and detrimental conditions to the Local League and report to the board, executive, or grievance committees

Prepare and submit an annual budget to the board and be responsible for its execution

With the player agent(s) help, examine the application and government-issues birth certificate of every player candidate and certify residence and age eligibility before they may be accepted for tryouts and selection

As Chief Administrator, the president selects and appoints managers, coaches, umpires and committees with board approval

Coordinates with and assists the Player Agent in conducting all drafts and/or selection of all teams

Vice President

Presides in the absence of the President and carries out such duties and assignments as may be delegated by the President

Responsible for the coordination of all activities relating to baseball/softball year round

Coordinates and oversees all Division Directors activities, including but not limited to: making sure that equipment bags are distributed to and returned by managers in a timely manner; making sure that all uniforms and awards are distributed in a timely manner; making all managers, coaches, and parents aware of all meetings, local rules, and conduct expected at all practices and games

Coordinates with directors in preparing and proposing a list of all divisional Managers for Board approval and President's selection

Oversees all Manager/Coach activities

Coordinates with and assists the Player Agent in conducting all drafts and/or selection of all teams

Coordinates with the Safety Officer and Caretaker in making sure that all safety issues are addressed

Coordinates with the Safety Officer and the Player Agent to insure that all managers, coaches and players at all levels are receiving proper instruction.

Assists the President in overseeing all Post-season tournaments hosted by LVLL, both sanctioned and non-sanctioned

Secretary

Performs duties specifically set forth plus other duties customary for the office of secretary or assigned by the board

Maintains a register of members and directors

Records the minutes of meetings, prepare in written format, and distribute via email

Provide copies of meeting minutes for each board meeting

Provide attendance roster for each board meeting

Maintain files of all board minutes, attendance rosters, meeting agendas, activities

Prepares forms and handouts for registration (registration forms, volunteer signup forms, contact list of directors, softball clinic, coaches and umpire clinics)

Responsible for creating team rosters and providing to managers (coordinate with Player Agent and VP) after drafts

Responsible for providing Uniform Manager with uniform report listing for each team

Responsible for sending out notice of meetings (coordinates with President)

Conduct all correspondence not otherwise delegated and shall be responsible for carrying out all orders, votes, and resolutions not committed

Notify members, directors, officers, and committee members of their election or appointment

Assist with the organization and preparing necessary documents and materials for tryouts

Works with other officers as needed to support all areas of LVLL

Treasurer

Perform all duties specifically set forth and other duties customary to the office of treasurer or assigned by the board

Receive all money/securities and deposit in a depository approved by the board.

Keep records for receipt/disbursement of all money/securities of the Local League

Approve all payments for allotted funds and draw checks in agreement with policies

Signs checks as directed by league constitution (President and Vice President can sign in treasurers absence)

Dispenses League funds as approved by Board of Directors.

Reports on status of League funds

Prepares and submits league tax returns, etc.

Prepares an annual budget and financial report under the direction of the president for submission to the board at the annual meeting

Works with other officers as needed to support all areas of LVLL

Safety Officer

Responsible for creating awareness through education and information of the opportunities to provide a safe environment for all Little League Baseball program participants

Responsible for putting together and submitting ASAP program to LL International

Develop and implement plans for increasing safety of activities, equipment, and facilities through education, compliance, and reporting

Education – Facilitate meetings; distribute information among players, league officials, parents, guardians and other volunteers

Compliance – Promote safety compliance leadership by assisting league participants in awareness of the safety opportunities that arise from these responsibilities

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, if forwarded, is available

Obtain, update and maintain First Aid Kits throughout the Park

Responsible for conducting and coordinating all background checks of all volunteers to meet Little League guidelines, and keeping a log of all volunteers approved

Works with other officers as needed to support all areas of LVLL

Information Officer:

Manages the league's official home page

Ensures that league rosters are maintained on the Little League data center (coordinating, updating and maintaining League Rosters, submitting all League Rosters to Little League International)

Manages the online registration process and ensures that league rosters are maintained on the site

Assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis

Collects, posts and distributes important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, district, public, league members and media

Serves as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball

Displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient Little League experience

Post information in newspaper as necessary

Works with other officers as needed to support all areas of LVLL

Concession Manager

Responsible for all aspects of concessions involving LVLL

Responsible for staffing the concession stand, including hiring the staff of paid teens to work in the stand and the training of the adult volunteers who can manage the stand

Responsible for setting the work schedule each week for the hired staff and team volunteers

Assures the stand is clean

Must be available or have assigned party to open concession stand at 5:30 p.m. Monday-Friday. When given appropriate notice (1 week in advance), must provide coverage on weekends
Purchasing supplies and stocking concession stand
Nightly counting of monies received, verified by Officer of Night and submitted to treasurer for deposit
Responsible for nightly closing of concession stand
Responsible for the disbursement of monies to nightly umpires as documented by chief umpire

Equipment Coordinator

Responsible for the upkeep and maintenance of all player equipment
Inspects all equipment, removing damaged, worn, or unsafe equipment, and replaces with new equipment
Orders all new equipment
Maintains inventory of reserve equipment
Prepares all equipment bags for distribution each new season with size appropriate equipment for each division
Provides scorebooks to appropriate teams
Coordinates with the Vice Presidents to make sure that all equipment bags are distributed to managers by/on draft day for each league
Coordinates with the Vice Presidents to receive all equipment bags back from the managers at the end of the season (or the end of all-star season)
Maintains an inventory of all equipment in each bag to ensure that all equipment is returned and that equipment which has exceeded its life expectancy is replaced

Facility Maintenance Coordinator

Handle facility maintenance
Responsible for the scheduling of work days as needed
Organizes work parties as deemed necessary
Works to maintain quality and safety
Orders supplies and organizes repairs to facilities

Field Maintenance Coordinator

Handles general field maintenance
Organizes work parties as deemed necessary
Coordinate field prep for all games and practices
Provides notice to president and vice president of rain out conditions
Oversees all fields used by LVLL
Works to maintain quality and safety
Orders supplies and organizes repairs for field

Uniform Coordinator

Responsible for ordering and distributing all uniforms for players and managers, including the regular season, all-stars and other post-season teams to commissioners. Will need the quantities, sizes, and colors for each team. Include copies of team order sheets for each manager so they can distribute to team. Work directly with uniform provider to ensure quality and timeliness
Get samples of styles and sizes from uniform provider to display at in-person registration. Work at registration helping parents select the shirt sizes for each player
Coordinates with the Fundraiser Officer to ensure correct team sponsorship logos are used
Once shirts are in, contact each commissioner to set up a date and time to pick up uniforms. Can have them pick up at your home or at the fields if you want.
Order the All-Star uniforms once those teams are formed near the end of the season

Players Agent (Girls and Boys)

Conducts annual tryouts (in coordination with VP)
Responsible for player selection (conducts all drafts, coordinates scheduling of drafts with President and VP)
Assists the president in checking birth records and eligibility of players
Responsible for setup of player database for current year
Supervises and coordinates the transfer of players between divisions, either up or down
Generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball
Oversees individual divisions within the league
The player agent must not manage, coach or umpire in the division over which he/she has authority without Board Approval
Assume responsibility of prime coordinator of all player affairs, including but not limited to: sponsorship/player issues, financial or other family issues (including all issues of a delicate nature that need not be made public), etc.

Commissioner(s)

Coordination of Managers in their respective divisions
Creates and maintains practice and game schedule, including rescheduling on rain outs, etc.
Notifies teams of all necessary information (pictures, concession, etc.)
Ensure all managers have been given ground rules
Make sure teams have adequate equipment and everything needed
Disburses uniforms
Watch out for and report all player issues to Coaches' Advocate
Survey Field for deficiencies and needed repairs
Recruit and nominate potential managers to President
Creates non-drafted teams in lower age groups as evenly as possible
Encourage all managers, coaches, parents and players to volunteer for field days and work projects at fields

Encourage managers, coaches and parents to work concession stand on appointed days
Represents coaches/managers in league
Provides board with coach/manager training needs. Distributes manager training materials
Provides managers/coaches with helpful coaching materials and websites when available

VP Challenger

Responsible for overseeing all aspects of the Challenger Division
Can act as player agent for all Challenger players
Involved in player registration as well as scheduling
Oversees and provides input on all field conditions affecting the Challenger Division
Maintenance, Changes, and Improvements should be presented to the board for approval and implementation

Fall Ball Commissioner

Responsible for promoting and organizing Fall Ball (Fall Ball registration typically starts at closing ceremonies for the Spring Season and continues throughout the summer)
Recruit players, managers, and coaches
Works with area leagues to implement a game schedule for the season
Responsible for setting practice schedules during the Fall Ball Season

Umpire in Chief

Responsible for training and scheduling of all umpires for baseball and softball.
Coordinates with the Safety Officer to schedule all umpire training clinics, seminars, etc.
Organizes and directs all training clinics, seminars, etc.
Coordinates with the Vice President to prepare all umpire work schedules, including rescheduling due to rain outs etc.
Provide concession stand manager with nightly log of umpires to be paid, including amount

Sponsorship/Fundraiser Manager

Contact and maintain relationships with sponsors.
Responsible for ordering and distributing sponsor plaques to sponsors at season completion
Responsible for ordering all sponsorship signs
Responsible for the coordinating of all sponsorship activities, including but not limited to: in-season team uniforms, outfield signs, post-season teams, and post-season tournaments
Coordinates with the Treasurer to make sure that all sponsorships are paid
Coordinates with the uniform officer to ensure correct team colors and sponsorship logos are used. You need to get list of sponsors, colors, logos, and team sponsoring to Uniform Officer 1 week before shirts are ordered
Coordinates with the Field Maintenance Coordinator to make sure correct sponsorship signs are placed on fields

Responsible for all aspects of fundraising events (BBQ Plates, Mission Tickets, Raffle, etc.)
Works with teams and parents to ensure fundraisers success and functionality
Distributes and collects items relating to fundraisers

Pictures/Trophy Coordinator

Responsible for ordering and distributing all trophies, plaques and/or medals for players to commissioners. Cannot order until all teams are set (at least two weeks into season)
Arranges pictures for all teams (scheduling and distributing)