

# **Graham Little League**

## **Board Roles and Responsibilities**

### **General Notes**

- Board Members will be expected to attend at least 10 of 12 monthly meetings each year.
- Board Members are required to serve as Field Directors during the regular season and tournaments (On a Rotational Schedule).

### **President**

- Oversees the affairs of all elements of the League.
- As chief administrator, selects and appoints all managers, coaches, umpires and committees (subject to the approval of the Board).
- Represents the League in the District organization. This includes attendance at all district Meetings, etc.
- Presides at all League meetings, and assumes full responsibility for the operation of the League.
- Receives all mail, supplies and other communications from the Little League International, and the District.
- Oversees all Post-season tournaments hosted by GLL, both sanctioned and non-sanctioned
- Oversee and coordinate all scheduling with other board members, including but not limited to yearly calendar, opening day, scheduling of fields for all non-Little League uses.
- Oversee and coordinate with the League Information Officer all League Publicity campaigns, including but not limited to announcements, registration, clinics, seminars, articles, etc.
- Oversee all long-term development and planning.
- Conduct new director meeting and field director walk through at the fields before the season starts.

### **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 little league baseball year round.
- Coordinates and oversees all League Representative 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.
- Be responsible for Field Director scheduling and coordination.
- Oversees all Manager/Coach activities.
- Coordinates with and assists the Player Agent and Division Directors in conducting all drafts and/or selection of all teams.
- Coordinates with the Safety Officer and Facility Manager in making sure that all safety issues are addressed.
- Coordinates with the Safety Officer and the Player Agent to ensure that all managers, coaches and players at all levels are receiving proper instruction.
- Assists the President in overseeing all Post-season tournaments hosted by GLL, both sanctioned and non sanctioned.

## **Secretary**

- 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
- Responsible for Scheduling meeting facility (coordinates with President).
- Ensures all Schedules are posted on league bulletin board at concession stand.
- Responsible for setup of player database for current year.
- Manages the online registration process (coordinating, updating and maintaining on-line registration).
- Prepare 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 (coordinate with Player Agent, VP, and Division Director) after drafts and submitting to directors.
- Responsible for providing Uniform Manager with uniform report listing for each team.
- 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).

## **Treasurer**

- Signs checks as directed by league constitution.
- Dispenses League funds as approved by Board of Directors.
- Reports on status of League funds.
- Keeps League books and financial records.
- Assumes responsibility for all League finances.
- Prepares and submits league tax returns, etc.
- Prepares budgets (and coordinates with each budget discipline regarding use of budgets).

## **Player Agent**

- Conducts annual tryouts (In coordination with VP Baseball/Softball).
- Responsible for player selection (conducts all drafts, coordinates scheduling of drafts with VP Baseball/Softball).
- Responsible for checking birth records and eligibility of all players.
- Supervises and coordinates the transfer of players between divisions, either up or down in age.
- 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.

## **Safety Officer**

- Coordinates all safety activities including supervision of ASAP (A Safety Awareness Plan).
- Ensures safe playing conditions.
- Coordinates reporting and prevention of injuries.
- Solicits suggestions for making conditions safer.
- Responsible for conducting and coordinating all background checks of all volunteers to meet Little League guidelines, and keeping a log of all volunteers approved.
- Maintains safety board at the concession stand with current and relevant safety information
- Obtain, update and maintain First Aid Kits in the Concession Stand.

## **Equipment Coordinator**

- Responsible for the upkeep and maintenance of all player equipment.
- Coordinates with the Vice Presidents of Baseball/Softball and League Representatives to receive all equipment bags back from the Coaches 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.
- 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 score books and pitch-count books to appropriate teams.
- Coordinates with the Vice Presidents of Baseball and League Representatives to make sure that all equipment bags are distributed to managers by/on draft day for each league.
- Responsible for ordering and distributing all uniforms for players and managers, including the regular season, all-stars and other post-season teams to Division Directors. 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.
- Get samples of 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 Sponsorship Officer to ensure correct team colors and sponsorship logos are used.
- Once shirts are in, contact each director 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.
- Responsible for ordering and distributing all trophies and medals for players to directors. Can order these right after the season starts so the directors can give them to their managers before their final game.

### **Umpire in Chief**

- Responsible for the hiring, 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 and Field Scheduling Coordinator to prepare all umpire work schedules.

### **Sponsorship/Fundraising Agent**

- 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, scoreboard signs, outfield signs, bleacher signs, concession stand signs, restroom 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 Caretaker to make sure correct sponsorship signs are placed on buildings, scoreboards, etc in the park.

### **Concession Manager**

- Responsible for staffing the concession stand, including hiring the staff of paid teens to work in the stand and training the adult volunteers who can manage the stand.
- Make sure the stand is clean and money put away at the end of the night.
- Responsible for setting the work schedule each week for the kids and the adult volunteers.
- Responsible for ordering/purchasing what is needed to keep the shelves stocked.

### **League Representatives (T-Ball, 6U & 8U Coach Pitch, 10U, 12U, 14U)**

- The Division Directors are responsible to run and organize their individual divisions (i.e. Jr., Major, Senior Minor, etc.) within Georgetown Little League (GLL). All Division Directors work in conjunction with the Vice President of Baseball or Softball.