

BOARD POSITION DESCRIPTIONS

(excerpted from LVLL Constitution, January 2013)

President

The President shall:

- (a) Conduct the affairs of the League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the League 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 the League.
- (d) Be responsible for the conduct of the League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, as agreed to under the conditions of charter issued to the League by that organization.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the League such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the League and report thereon to the Board or Executive Committee as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

Vice President

The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

Secretary

The Secretary shall:

- (a) Be responsible for recording the activities of the League and maintain appropriate files, mailing lists 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 Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the League, the Board of Directors and Committees.
- (d) Issue membership cards to Regular Members, if approved by the Board of Directors.
- (e) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- (f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (g) Notify Members, Directors, Officers and committee members of their election or appointment.

Treasurer

The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all moneys and securities, 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 League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare a Monthly budget report for each meeting.
- (e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (f) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Headquarters of Little League Baseball
- (g) File the annual 990-N form for the league federal taxes
- (h) Prepare all information and contact an accountant for the league annual audit. Submit the information and cost for board approval.

Player Agent

The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (c) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- (d) Prepare the Player Agent's list.
- (e) Prepare for the President's signature and submission to Headquarters of Little League Baseball, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Headquarters of Little League Baseball of any subsequent player replacements or trades.

Safety Officer

The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League Baseball.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting. In order to implement a safety plan using education, compliance and reporting, the following may be performed by the Safety Officer:
 - (1) Education - Facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
 - (2) Compliance - Promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
 - (3) 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 is forwarded as available.

Fundraising Officer

The Fundraising Officer shall:

- (a) Be responsible for organizing and directing all fund raising campaigns and report to the Board of Directors at each regular monthly meeting;

Sponsorship Officer

- (a) Be responsible for obtaining team sponsors;
- (b) Collect sponsor fees and provide the necessary reminders and requests to those accounts that are delinquent; and
- (c) Be responsible for fulfilling what the league offers to its sponsors.

Concessions Officer

- (a) Be responsible for overseeing the concession stand (staffing and being open).
- (b) Preparing a monthly profit and inventory report for each monthly meeting
- (c) Present all monies collect in signed and sealed envelopes at the monthly meeting to be deposit in the bank

Director of League Information

The Director of League Information shall:

- (a) Manage the league's official home page on myteam.com;
- (b) Manage the online registration process and ensure that league rosters are maintained on the site;
- (c) Assign administrative rights to league volunteers and teams;
- (d) Ensure that league news and scores are updated on a regular basis;
- (e) Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, district, public, league members and media; and
- (f) Serve as primary contact person for Little League and myteam.com regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball.

Director of Equipment

The Equipment Director shall:

- (a) Be responsible for furnishing cost estimates of playing equipment and uniforms for the ensuing year at the preseason meetings of the board;
- (b) Arrange for the purchasing (by three (3) competitive bids), distribution, replacement, and storing of equipment; and
- (c) Present policy and general plans concerning equipment to the Board of Directors for approval.

Director of Softball Operations

The Director of Softball Operation shall:

- (a) prepare and submit for approval by the Board of Directors the practice and regular game schedules for the Girls' softball teams, except when said division is involved in Inter-League

- play;
- (b) handle scheduling of all make-up games, according to League procedures, as in Addendum 1; and
- (c) submit a list of the Managers and Coaches for the ensuing year to the President for approval.

Director of Baseball Operations

The Director of Baseball Operation shall:

- (a) prepare and submit for approval by the Board of Directors the practice and regular game schedules for the Tee Ball, Minor, Major, Senior baseball teams and the Girls' softball teams, except when said division is involved in Inter-League play;
- (b) handle scheduling of all make-up games, according to League procedures, as in Addendum 1; and
- (c) submit a list of the Managers and Coaches for the ensuing year to the President for approval.

Director of Fields

The Director of Fields shall

- (a) be responsible for notifying the township/borough of League request for permission to use specific fields for the ensuing year;
- (b) be responsible for notifying the township/borough of needed field maintenance or to request permission of League to perform maintenance on a volunteer basis; and
- (c) submit for approval to the Board of Directors all major expenses required to provide maintenance, inventory (chalk markers, bags, etc.) and the control of equipment needed to provide continuity for the ensuing year.

Director of Umpires

The Director of Umpires shall:

- (a) be responsible for the training of umpires for both baseball and softball, prior to the ensuing season;
- (b) schedule umpires for all games under League jurisdiction;
- (c) present umpire-scheduling policy to the Board of Directors for approval, prior to the ensuing season;
- (d) oversee the work of the umpires throughout the season; and
- (e) make recommendations as to the status of any umpire who does not uphold the Objectives established in Article II, herein.