

President

- Conduct the affairs of the Local League and execute the policies established by the Board of Directors
- Promote the welfare of the Local League
- Communicate to the Board of Directors such matters as deemed appropriate
- Responsible for the conduct of the Local League in strict conformity to the policies, principles, rules and regulations of Little League Baseball
- Maintain contract with City of Tomball
- Point person for TLL with Little League International, District 28 and the City of Tomball
- Presides at all board meetings
- Investigate all complaints and report thereon to the Board or Executive Committee as circumstances warrant
- Work with Treasurer to prepare and submit an annual budget to the Board of Directors. Responsible for the proper execution thereof
- 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
- Present a report of the condition of the Local League at the Annual Meeting
- Subject to the approval of the board, select all managers and coaches
- Complete the required background checks per Little League regulation I (b) and 1 (c) 8 & 9; or delegate this responsibility to the leagues Safety Officer, or other designated Board members

Vice President of Operations and Vice President of Administration

- Perform the duties of the President in his/her absence
- Work with President to investigate and remedy all complaints or code of conduct violations
- Create game and practice schedules for all divisions
- Oversee the operations of the park including park conditions, field conditions, the concession stand, etc
- Schedule volunteers as needed

Treasurer

- Maintain all financial records utilizing both Quickbooks and paper records
- Ensure all bills are received and paid

- Provide financial update to Board Members during all board meetings
- Deposit all money into leagues bank account
- Coordinate with board-selected CPA to help prepare all annual tax filings, along with periodic financial reviews.
- Ensure all financial transactions are conducted within the guidelines of Tomball Little League operating policies (i.e dual signatures, receipt requirements)
- Prepare an annual budget, under the direction of the President, for submission to the Board of Directors
- 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 Little League International

Secretary

- Record the activities of the Local League and maintain appropriate files, mailing lists and necessary records
- Prepare meeting minutes for all board meetings including documenting board member votes, action items, and notable discussions
- Maintain the list of Board of Directors and provide notice of all board meetings to the Board of Directors
- Communicate all action items to Board Members at the conclusion of all Board Meetings
- Notify Members, Directors, Officers and committee members of their election or appointment

Umpire in Chief (UIC)

- Provide Umpire Training
- Ensure the league has enough umpires to fully staff all games
- Schedules Umpires for games
- Lead a part of the coach training that reviews important rules and expectations
- Work directly with umpire association to be a liaison between TLL and the association contact

Director of Information/Social Media

- Set up and manage the league's official website (site authorized by Little League International)

- Help manage leagues social media accounts
- Ensure the league rosters are uploaded to Little League
- Assign online administrative rights to others

Player Agent (2 positions)

- Lead all draft meetings to ensure all draft guidelines are followed. Record all draft picks and trades during the draft
- Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- Coordinate player evaluations prior to the season, which includes coordinating volunteers for Manager and player check in and on-field volunteers to run the evaluations
- Prepare player ranking sheets following tryouts
- Prepare for the President's signature and submission to Little League International of final team rosters and the tournament team eligibility affidavit
- Interview and help select All Star Managers. Lead All Star selection meeting and record player selections

Director of Registration

- Opens and closes registration
- Answer registration questions
- Sets up and attends all in-person registrations
- Attend all drafts and input Managers and players into the system

Team Parent Coordinator

- Primary line of communication for team parents
- Lead the team parent meeting prior to the season
- Answer questions about team parent responsibilities (both at the meeting and throughout the season)
- Help develop the season's schedule of event's
- Assist the uniform manager with uniform distribution
- Develop picture schedule for each season

Director of Uniforms

- Research uniform and baseball vendors and provide options to the Board of Directors to decide who to purchase uniforms from

- Work with Treasurer to coordinate payment for uniforms
- Coordinate uniform distribution to all teams
- Coordinate parent orders (if applicable) for both the regular season and All Stars
- Coordinate ordering All Star uniforms

Coaching Coordinator

- Represent Coaches/Managers in League
- Order and distribute training materials to players, coaches and managers
- Coordinate camps/clinics as necessary for both players and Managers/Coaches
- Coordinate and lead Manager/Coach meeting prior to the season

Equipment Manager

- Work with Managers and Coaches to determine equipment needs of their players
- Coordinate the distribution of equipment to Managers
- Sets up times to collect equipment at the end of the season
- Keeps an accurate inventory of the equipment TLL has on hand
- Keeps an accurate inventory of what equipment is checked out

Safety Manager

- Pro-actively solicit feedback from Managers and Coaches regarding the safety of fields
- Coordinate fields being fixed to meet safety standards
- Coordinate maintenance of park that does not meet safety standards
- Keep leagues safety manual up to date
- Ensure the process is followed that all injuries are properly recorded and work with Little League International to submit all injury claims

Field Manager

- While the fields are maintained by an employee of the league, the field manager should oversee the field conditions
- Oversee and lead the field work day prior to every season

Director of Fundraising

- Responsible for leading the efforts around fundraising for TLL

- Track and coordinate all league sponsors from season to season

Event Coordinator

- Lead committee to do the following:
 - Coordinate TLL participation in the Spring opening day parade
 - Coordinate the set up and tear down of games, tents, etc for opening day
 - Coordinate vendors for opening day
 - Coordinate all raffles for opening day
 - Coordinate photo company for team and player pictures
- Coordinate volunteer meals for All Star tournaments that TLL hosts

Director of Challenger

- Coordinates and leads the Challenger division

Player Rep for each age division

- Answer parent and coach questions prior to and during the season specific to the age group you are responsible for
- Creates and manages the Pool Player List for each team for the age group you are responsible for
- Ensure the press box is appropriately stocked with a score book, pitch count sheets, and pencils/erasers
- Ensure pitch count rules are appropriately followed for minors and above
- Record all scores for their division in Quickscores (machine pitch and older)