



Copper Hills Little League Board Member Responsibilities

General Notes:

- Board Members are expected to attend at least 75% of monthly meetings each year (generally no meetings in July or August).
- Board Members will be encouraged to do everything possible by computer, e-mail, etc. Microsoft Word and/or Excel are the most popular vehicle for this purpose, as it can be e-mailed and opened by just about anyone. It will also make it easy to transfer all work by one member to successors, other board members, etc.

President

- Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- Be 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 conditions of charter issued to the Local League by Little League Baseball, Incorporated.
- 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 and which have had prior approval of the Board.
- As chief administrator, selects and appoints all managers (for regular season and all-star seasons), coaches, umpires and committees (subject to the approval of the Board).
- Completes Little League required background checks on all volunteers having more than 2 instances of contact with CHLL players.
- Officer with whom Little League Headquarters maintains contact.
- Represents the League in the District organization. This includes attendance at district Meetings, etc.
- Strives to have first-hand knowledge of the regulations under which Little League operates.
- Authorizes the annual application for charter, and binds all members of the League to faithfully observe the regulations.
- Takes an active role in gaining support and winning friends for the league program.
- 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 Headquarters, and the District.
- Present a report of the condition of the Local League at the Annual Meeting.
- Investigate complaints, irregularities and conditions detrimental to the Local League and reports or assigns thereon to the Board or Executive Committee as circumstances warrant.
- Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- With the assistance of the Player Agents, 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.
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year

Vice President

- 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.
- Serves as lead of Scheduling Committee.
- Coordinates with and assists the Player Agent and Division Coordinators in conducting all drafts and/or selection of all 13 and over baseball teams.



Copper Hills Little League Board Member Responsibilities

- Coordinates with the Safety Officer and Fields Coordinator in making sure that all safety issues are addressed.
- Coordinates with the Coaching Coordinator and the Player Agent to insure that all managers, coaches and players at all levels are receiving proper instruction.
- Coordinates with the Fields Coordinator for scheduling of all practices and games.
- Assists in coordinating all fall league activities.
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year

Secretary

- Records the minutes of meetings and distributes to Board members.
- Responsible for maintaining and communicating the league calendar of events and reserving facilities to support league events.
- Responsible for sending out notice of meetings (coordinates with President).
- Responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give any notice required of all meetings of the Local League, the Board of Directors and Committees.
- Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, if any exists, and cause them to be maintained in a book kept for that purpose.
- 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.
- 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.
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year

Treasurer

- Reports on status of League funds (monthly).
- Signs checks as directed by league constitution.
- Dispenses League funds as approved by Board of Directors.
- Keeps League books and financial records.
- Assumes responsibility for all League finances.
- Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- Prepare an annual financial report for submission to the Membership at the Annual Meeting, and to Little League
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year
- Complete taxes for the term they served

Umpire in Chief (UIC)

- Responsible for the Hiring, Training, and scheduling of all umpires for baseball and softball.
- Present an umpire training budget to the Board;
- Order and distribute training materials to umpires.
- Obtain the support and funds necessary to implement an umpire program;



Copper Hills Little League Board Member Responsibilities

- Coordinates with the President to schedule all training clinics, seminars, etc.
- Participate on Scheduling Committee
- Prepare an umpire work schedule for all scheduled games (majors division and above, at a minimum) to be played at CHLL Facilities.
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year
- Attend all required trainings

Player Agent

- Serves on Scheduling Committee.
- Responsible for the coordination of all activities relating to softball year round.
- Prepares and proposes a list of all softball Managers for Board approval and President's selection. Oversees all Manager/Coach activities.
- Coordinates with and assists the Division Coordinators in conducting all tryouts, drafts and/or selection of all softball teams.
- Coordinates with the Safety Officer and Fields Coordinator in making sure that all safety issues are addressed.
- Coordinates with the Coaching Coordinator to insure that all managers, coaches and players at all levels are receiving proper instruction.
- Coordinates with the Scheduling Committee for scheduling of all practices and games.
- Coordinates with the Safety Officer, Division Coordinators, and Managers in executing all national rules and in developing and executing all local rules.
- 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 in verifying residence and age eligibility.
- Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- Notify the Board of any in season player replacements or trades.
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year

Division Coordinators

- Act as Primary League representative for each Division
- Serves on Scheduling Committee
- In conjunction with the Player Agent, prepares and proposes a list of all Managers for Board approval and President's selection. Oversees all Manager/Coach activities.
- Communicate issues and/or concerns to the appropriate Board Member(s)
- Monitor division activities during the season to assure
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year
- Attend all required trainings

Fields Coordinator and Safety Officer

- Responsible for the maintenance and upkeep of CHLL utilized Parks.
- Present a Fields usage, maintenance and repair budget to the Board



Copper Hills Little League Board Member Responsibilities

- Coordinates with the Town of Sahuarita to conduct the Annual Safety review of fields. This information must be provided to the Safety Officer to be included in the annual Safety Plan.
- Coordinates with the Town of Sahuarita and/or Sahuarita Unified School District to communicate, plan and schedule necessary construction, maintenance, and repair projects.
- Negotiates outsource maintenance agreements and contracts and coordinates with Treasurer to make sure contracts are kept up to date and all invoices paid.
- Coordinates with the Safety Officer and other Board Members to address all critical safety issues.
- Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- Coordinates all safety activities including development and supervision of ASAP (A Safety Awareness Plan).
- Ensures safe playing conditions.
- Participates in the Annual Safety review of fields with the Town of Sahuarita and Fields Coordinator.
- Coordinates reporting of injuries to Little league for insurance and recordkeeping purposes.
- Solicits suggestions and coordinates improvements/repairs for making conditions safer and prevention of injuries.
- Provide the CHLL Safety Plan to the President for submittal to Little League International
- Attend all scheduled meetings with the Town of Sahuarita and communicate all changes in policies, procedures, etc. In the event a meeting cannot be attended, MUST send a delegate.
- Coordinates with other Board Members to address all critical safety issues
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year

Uniforms Coordinator

- Responsible for soliciting vendors (at least 3) for proposed pricing and or ancillary costs for uniforms.
- Present recommendation for selection of Uniform vendor(s) to the Board. Selection requires Board approval.
- Responsible for ordering and distributing all uniforms for players, managers and coaches, including the regular season, all-stars, and fall ball
- Works with Player Agents and Division Coordinators to assure uniform orders are accurate.
- Coordinates with the sponsorship officer to ensure correct team colors and sponsorship names are used
- Provides approved vendor with a comprehensive and accurate uniform order(s) necessary to properly outfit CHLL players and volunteers.
- Coordinate with Treasurer to assure invoices are accurate and that invoices are paid in a timely manner.
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year
- Attend all required trainings

Pictures & Awards Coordinator

- Responsible for soliciting vendors (at least 3) for proposed pricing and or ancillary costs for Pictures and Awards.
- Present recommendation for selection of Pictures and Awards vendor(s) to the Board. Selection requires Board approval.
- Communicate and coordinate Picture day and Picture Make-up Day activities.
- Ensure order forms are successfully distributed to teams and parents.
- Responsible for ordering and distributing all Awards for players and managers, including the regular season, all-stars and other post-season teams.
- Responsible for ordering and distributing all Awards for sponsors.
- Works with Player Agents and Division Coordinators to assure picture and awards orders are accurate.



Copper Hills Little League Board Member Responsibilities

- Coordinates with the sponsorship officer to ensure correct team colors and sponsorship names are used
- Coordinate with Treasurer to assure invoices are accurate and that invoices are paid in a timely manner.
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year

Sponsor Coordinator

- Responsible for the Coordinating all sponsorship activities.
- Solicit existing sponsor for renewal of sponsorship commitment.
- Solicit local business to grow CHLL sponsor base.
- Coordinates with the Treasurer to make sure that all sponsorships are paid.
- Coordinates with the uniform coordinator to ensure correct team colors and sponsorship names are used.
- Assists in coordinating, planning, and directing all of the Opening Day and Closing Ceremony events (end of year thank you to all sponsors).
- Submit invitations to CHLL Events to all Sponsors

Equipment Coordinator

- Responsible for the upkeep and maintenance of all player equipment.
- Prepares all equipment bags for distribution each new season.
- Coordinates with the Player Agents & Coordinators to make sure that all equipment bags are distributed to managers by/on draft day for each league.
- Coordinates with Managers, Player Agents & Coordinators to receive all equipment bags back from the managers at the end of the season (or the end of all-star season or fall league).
- Cleans equipment bags and equipment.
- Maintains an electronic 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, removed damaged, worn, or unsafe equipment, and replaces with new equipment.
- Orders or communicates need to order new equipment to approved buyer.
- Maintains inventory of reserve equipment.
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year
- Attend all required trainings

Coaching Coordinator

- Represent coaches/managers in league;
- Present a coach/manager training budget to the Board;
- Obtain the support and funds necessary to implement a league-wide training program;
- Order and distribute training materials to players, coaches and managers;
- Coordinate mini-clinics as necessary;
- Serve as the contact person for Little League Baseball, Incorporated, and the manager coach education program for the league.
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year

League Information Coordinator/ Webmaster

- Manage the league's official home page;



Copper Hills Little League Board Member Responsibilities

- Manage the online registration process and ensure that league rosters are maintained on the site;
- Assign administrative rights to league volunteers and teams;
- Ensure that league news and events are updated on a regular basis,
- 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;
- Serve as primary contact person regarding optimizing use of the Internet for league administration and for distributing information to league Members and to Little League Baseball.
- Respond to or forward inquiries from players, parents, potential suppliers or others to assure proper response.
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year

Concessions Manager

- Reports on status of concession funds and present expense report monthly;
- Ensure that concessions stands are properly stocked and staffed for all games
- Maintain all concession equipment cleanliness and annual maintenance.
- Present on concessions stand budget to board
- Maintain labor costs and budget goals.
- Attend game-related meetings and relay immediate changes with other departments.
- Position is very hands on with excessive interaction with staff/volunteers and customers during games.
- Responsible for planning, assigning, and directing work for staff/volunteers.
- Inventory control
- Complies with Health Department
- This position requires the ability to work flexible, sometimes long hours which include nights and weekends.
- Provide the highest customer service excellence.
- Coordinator detail on special setup's and staffing levels
- Ensures that all federal, state, and local laws are being complied with at all times.
- Accomplish all tasks as appropriately assigned or requested
- Expected to attend at least 75% of monthly meetings each year

At Large Board Members

- Assist board members in fulfilling specific tasks & duties.
- Attends board meetings.
- Votes on board issues presented at board meetings