

PLAINFIELD ATHLETIC CLUB

The **President** shall preside at all meetings of the P.A.C. membership and at all meetings of the P.A.C. Board of Directors, shall serve as the Chief Executive Officer of the P.A.C., shall appoint members or oversee elections of members to the Nominating, and all other standing P.A.C. Committees, shall be an exofficio member of all Committees, shall countersign all checks drawn upon the Money Market account of the P.A.C. , shall be the representative to the Plainfield Park District, and shall perform such other duties as are normally associated with the office of President.

The **Executive Vice-President** shall perform such duties as may be assigned by the President, shall otherwise assist the President in the performance of the President's duties, shall preside at meetings in the absence of the President, shall be an ex-officio member of all Committees, and serve as the permanent Chairman of the Conduct Review Committee.

The **Secretary** shall have custody of the Constitution and By-Laws, and all other records of the P.A.C., shall keep an accurate record of the meetings and other activities of the P.A.C. and Board of Directors, shall be responsible for maintenance and upkeep of the P.A.C. website, shall serve as the parliamentarian for all P.A.C. meetings, shall serve as a member of the Travel Committee, shall perform such duties as may be assigned by the President, and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

The **Treasurer** shall receive and disburse all funds with the approval of the Board of Directors, shall keep an accurate account of all funds received and disbursed for the P.A.C., shall provide the primary signature on all checks drawn upon the funds of the P.A.C. treasury, shall provide a bond, paid for by the P.A.C., for the amount of the money of which he/she is accountable, shall submit a financial report at all regular meetings and at such other times as may be requested by the President, shall compile an annual report for the P.A.C. finances, shall provide the books of the P.A.C. and such other documentation as requested for the annual audit, shall serve as a member of the Travel Committee, and shall transmit all financial records to any person elected to succeed him or her in that office.

The **Vice-President of Baseball** shall assist in the registration of players, shall nominate managers, coaches, and commissioners, shall supervise the evaluation tryout sessions, and distribution of players among P.A.C. teams for the Spring baseball season, shall be the P.A.C. representative to P.O.N.Y. Baseball regional directors and other area teams, shall schedule field use to ensure the equitable availability of playing locations, shall inform the President and Field Maintenance Director of any required field repairs, and shall work with the Equipment Director to secure all uniforms and equipment for said teams.

The **Vice-President of Softball** shall assist in the registration of players, shall nominate managers, coaches, and commissioners, shall supervise the evaluation tryout sessions, and distribution of players among P.A.C. teams for the Spring softball season, shall be the P.A.C. representative to softball regional directors and other area teams, shall schedule field use to ensure the equitable availability of playing locations, shall inform the President and Field Maintenance Director of any required field repairs, and shall work with the Equipment Director to secure all uniforms and equipment for said teams.

PLAINFIELD ATHLETIC CLUB

The **Vice-President of Fall Ball** shall assist in the registration of players, shall nominate managers, coaches, and commissioners, shall supervise the evaluation tryout sessions, and distribution of players among P.A.C. teams for the Fall baseball and softball season, shall be the P.A.C. representative to other area teams, shall schedule field use to ensure the equitable availability of playing locations, shall inform the President and Field Maintenance Director of any required field repairs, and shall work with the Equipment Director to secure all uniforms and equipment for said teams.

The **Vice-President of Travel** shall assist in the registration of Travel players for both baseball & softball, shall be chairman of the Travel Committee, shall be the P.A.C. representative to other area teams participating in Travel, shall organize and supervise the annual tryouts for all traveling teams, shall coordinate playing schedules with the appropriate VP (Baseball, Softball, and Fall Ball) for field usage, shall nominate managers, coaches, and commissioners, shall inform the President and Field Maintenance Director of any necessary field repairs.

The **Communications Director** shall be charged with all forms of communication and/or correspondence to the P.A.C. Members and general media, regarding P.A.C. activities, such as, tryouts, clinics, player evaluations, meetings and other notices as required. In addition Committee shall be charged with ensuring that all managers and coaches in the P.A.C. have the opportunity to secure appropriate training to allow them to better serve as team leaders and teachers of the games of baseball and softball, shall organize and coordinate the NYSCA Certification program as specified by the Plainfield Park District, and shall perform such duties as may be assigned by the President.

The **Concessions Director** shall be charged with the operation and fiscal responsibilities of all concession stands. They will handle all financial reports with the Treasurer of the P.A.C.

The **Equipment Director** shall be charged with the responsibility of acquiring bids, ordering and purchasing, distributing, collecting, and storing uniforms, playing equipment, and trophies for the P.A.C. and the preparation of reports for budgetary action as requested by the P.A.C. Board of Directors.

The **Field Maintenance Director** shall be responsible for all activities related to field playing conditions including, without limitation, field repairs, field improvements, coordination of field preparation, purchase and distribution of field drying material and chalk, field equipment operations and maintenance. This committee shall act as a liaison between the Park District maintenance department and this corporation's Board of Directors.

The **Rules Director** shall be charged with the development and revision of the P.A.C. Handbook which contains player, manager, coach, and spectator conduct rules and baseball and softball playing rules for each respective Division, shall serve as liaison between the P.A.C. and any umpire association or group, and shall perform such duties as may be assigned by the President.

PLAINFIELD ATHLETIC CLUB

The **Registration Director** shall supervise the registration of players, shall maintain the database of all active players, shall provide a list by age level to respective commissioners of all eligible players for draft, shall maintain a listing of eligible players not assigned to teams who may be available as replacement players, shall print and distribute, in a manner to be determined by the P.A.C. Board of Directors, all notices of registration, try-outs, player evaluations, meetings, and other notices as required.

The **Special Events Director** shall be charged with the operation of Candy Fundraiser, P.A.C. Picture Weekend, Manager Appreciation Night, and any other special events as approved by the P.A.C. Board of Directors.

The **Sponsorship Director** shall secure sponsors on behalf of the P.A.C., and at the request of the Treasurer, shall assist with the collection of monies due to P.A.C. in conjunction with those sponsors, shall perform all duties associated with sponsorship activities, and shall perform such duties as may be assigned by the President.