

## BELVIDERE YOUTH BASEBALL BOARD JOB DESCRIPTIONS

### PRESIDENT:

Acts as Chief Executive Officer  
Presides over all meetings  
Oversees operations of organization including but not limited to:  
Registration, Development, Tryouts, Drafts, Special Tournaments, Ice Cream Social,  
Grounds  
Presides over all contact between members, volunteers, and community groups  
Directs overall vision and goals of organization

### VICE PRESIDENT:

Acts as assistant to President  
Handles all insurance claims, inquiries, and related items  
Serves as member of Budget Committee  
Serves as webmaster for organization's website  
Oversees scheduling of all leagues  
Coordinates ordering of trophies  
Coordinates pictures for all leagues

### TREASURER:

Acts as Chief Financial Officer  
Shall present board with monthly financial reports  
Coordinates all bank transactions with board supervision  
Will serve term through February 1 (even if new treasurer is elected in November)

### SECRETARY:

Records minutes from all meetings  
Responsible for email, mail, and website correspondence with members  
Maintains database of member information

### PLAYER AGENT:

Responsible for advertising and reminders for website, schools, newspapers, etc. for all  
league events  
Coordinates sign-up dates, tryout dates, and draft dates  
Works with secretary on all correspondence to organization members

### EQUIPMENT MANAGER:

Responsible for:  
Distribution, collection, and upkeep of all equipment  
Ordering and distributing of team uniforms

### CONCESSIONS DIRECTOR:

Responsible for:  
Inventory and ordering of all food and beverages  
Overall operations and scheduling staff for concessions  
Reporting financial information to treasurer and board

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**ICE CREAM SOCIAL DIRECTOR:**

Responsible for all planning and operations of Ice Cream Social

**SCHEDULING DIRECTOR:**

Responsible for scheduling:

All regular season games, Make-up games, and Playoff games

All Fall Ball Games

**UMPIRE COORDINATOR:**

Responsible for:

Training and hiring of officials

Scheduling of umpires for all games

**EXECUTIVE COMMISSIONER:**

Acts as Chief Commissioner

Validates all Pitching Charts

Responsible for keeping all ground rules current

Will act on all game protests

Editor of Coaches Code of Ethics

Presides over pre-season rules meetings for coaches and commissioners

**DEVELOPMENT DIRECTOR:**

Responsible for:

Securing and renewing sponsors

Billing of sponsorships for signs, teams, or other areas

Collecting annual Wal-Mart donation

Delivering thank-you letters and plaques

Printing and sponsor for raffle tickets

**TRAVEL COORDINATOR:**

Responsible for:

Scheduling of signups, tryouts, and scheduling for travel teams

Reporting financial information to board

**BUILDING/GROUNDSKEEPING:**

Responsible for:

Maintenance of all grounds

Purchasing of materials and supplies necessary for upkeep

**FALL LEAGUE COMMISSIONER:**

Oversees operations of fall ball

**COMMISSIONERS:**

Responsible for:

Communication from coaches to board and vice versa

Communication during rescheduled games and/or make-ups

Present to distribute trophies at respective playoff and championship games