

PRESIDENT:

- Acts as Chief Executive Officer
- Presides over all meetings
- Is the overseer of all operations including but not limited to:
 - +Registration
 - +Tryouts
 - +Drafts
 - +Special Tournaments
 - +Ice Cream Social
- Should deal with all conduct and interactions between members and volunteers.
- Shall be present on the grounds as often as possible during the season

VICE PRESIDENT:

- Acts as assistant to the president
- Schedules playoffs for all leagues
- Orders trophies for all leagues
- Handles all insurance claims and inquiries
- Shall be present on the grounds as often as possible during the season

TREASURER:

- Acts as Chief Financial Officer
- Prepares monthly report for board and membership

SECRETARY:

- Maintains database of players' information
- Records minutes at meetings
- Responsible for mailing out registration reminders
- Responsible for correspondence with sponsors (Thank You, etc.)

EXECUTIVE BOARDS JOBS:

- Approval of coaches
- All hiring of paid employees
- Any terminations that have to take place
- Shall be present on the grounds as often as possible during the season

CONCESSION DIRECTOR:

- Recommends appointments and dismissals of staff to executive board
- Responsible for all operations of concession stands
- Reports to board on sales, costs, and any issues

PLAYER AGENT:

- Responsible for league sign-ups, drafts, and tryouts.
- Responsible for distribution of league advertisements to schools, papers, etc

EQUIPMENT MANAGER:

- Responsible for distribution and collection of equipment
- Responsible for ordering and distributing team uniforms
- Responsible for equipment repair

ICE CREAM SOCIAL DIRECTOR:

- Responsible for all aspects of the Ice Cream Social Event

DEVELOPMENT DIRECTOR:

- Responsible for re-securing existing sponsors and securing new team sponsors as needed.
- Responsible for billing of team sponsors and sign sponsors (a copy of each bill should be presented to the treasurer)
- Responsible for collection of annual Wal-Mart donation
- Responsible for Thank You notes to team sponsors with team photos
- Responsible for printing of raffle tickets and securing sponsors to pay for them

SCHEDULING DIRECTOR:

- Schedules all games for all leagues
- Reschedules makeup games

UMPIRE COORDINATOR:

- Trains officials
- Schedules officials for all contests
- Sorts pitching charts and delivers them to Pony and Bronco Commissioners

EXECUTIVE COMMISSIONER

- Upkeep ground rules for all leagues
- Organize a rules meeting at the beginning of each year where all commissioners are present
- Act on all game protests
- Upkeep the Coaches Code of Ethics (new for 2009)

BUILDING AND GROUNDS:

- Responsible for all maintenance on grounds
- Responsible for all purchases of materials needed for upkeep

ALL COMMISSIONERS:

- Call coaches in the event of a rescheduled game to notify them of day and time
- Responsible for distribution of trophies and/or medals for their respective leagues
- Shall report any problems within their respective league to the board immediately
- Bronco and Pony: Reviews all pitching charts to ensure no team is violating pitching restrictions

BOARD RESPONSIBILITIES AS A WHOLE:

- Shall be present on the grounds as often as possible during the season
- Shall work together for the betterment of the organization
- Shall assist in each other's duties as needed