



## Belmont Little League – Board Job Descriptions

Electing the new Board of Directors for your local Little League® program is the first official act of your new Little League Season. Remember, this is not when your League Officers are appointed, but rather how you identify the individuals who will be responsible for the overall operation of your league. Once the Board of Directors is approved, the Board can then identify the League President, Vice President, Treasurer, etc.

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### General Notes:

- All Board members are expected to promote and uphold the mission of Belmont Little League. **Develop the youth of Belmont in sportsmanship, discipline, teamwork and physical well-being through a fun and rewarding baseball and/or softball experience.**
- All Board members are expected to attend between 10 and 12 monthly meetings a year.
- All Board members are expected to work the concession stand on a rotational basis as a board member on duty
- All Board members are expected to help plan, organize, and host league events and tournaments.

### President (1 Yr. term, elected by the general membership):

- Oversee the affairs of all elements of the organization, including long term development and planning.
- Conduct, preside over and provide the agenda for all Board meetings.
- Field concerns from parents, coaches, community and, with the Board, resolve any issues.
- Represents Local League at District Level meetings.
- Serves as the primary contact between Belmont Little League and Little League International
- Assumes full responsibility for operation of Belmont Little League
- Chairs all Board Meetings and votes in case of ties.
- Present a report of the condition of the Local League at the Annual District Little League Meeting.
- Communicate to the Board such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.

### Vice-President (1 Yr. term, voting position elected by the general membership):

- Working with our League commissioners, the VP handles all issues, complaints, protests, player eligibility rules, etc. that arise in the everyday operation of the league.
- 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 to act. When so acting, the Vice-President shall have all the powers of that office.
- Acts as ex-officio member of all committees and carries out such duties assigned by the Board of Directors or by the President.
- The Vice-President may manage, coach or umpire, during the regular season, provided he or she does not serve on any protest committee.
- Conduct, preside over and provide the agenda for any Board meeting that cannot be attended by the President.
- Secure locations for Registration Dates

**Treasurer (1 Yr. term, voting position elected by the general membership):**

- Assumes responsibility for all league finances.
- Keeps league books and financial statements.
- Dispenses league funds as approved by Board.
- Reports on status of league funds.
- Prepares and submits league tax returns.

**Secretary (1 Yr. term, voting position elected by the general membership):**

- Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- Keep the minutes of meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- Maintain file of all Board minutes for posting to league website.
- Helps facilitate registration and other Little League Events

**Information Officer (1 Yr. term, voting position elected by the general membership):**

- Manages the Local League's official website.
- Manages the social media accounts for Belmont Little League. Ensures sites are updated.
- Manages online registration setup with assistance from Secretary
- Assigns administrative rights to league volunteers and teams with regards to Local League's website.
- Collects, posts and distributes important information on Local League activities to Little League Headquarters, District, Board of Directors, League Members, Media and the public.
- Responsible for monitoring league email address and answering or forwarding emails to appropriate Board member.
- Responsible for updating League calendar of events to keep membership informed of important dates.

**Safety Officer (1 Yr. term, voting position elected by the general membership):**

- Prepare a budget, with the assistance of the Treasurer, to implement a league-wide safety program.
- 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.
- Develop and implement a safety plan (e.g. Little League's ASAP Program) for increasing safety of activities, equipment and facilities through education, compliance and reporting.
  - Education – Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
  - Compliance – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities
  - Reporting – Define a process to assure that incidents are recorded, information is sent to Local League, District and National offices, and follow-up information on medical and other data is forwarded as available.

**Coaching Coordinator (1 Yr. term, voting position elected by the general membership):**

- Develop and coordinate training curriculum and approach for all baseball divisions.
- Orders and distributes training materials to players, coaches and managers.
- Coordinate Local League training clinics, as necessary
- Serve as the primary contact point for the local league manager/coach education program

### **Concession Manager (1 Yr. term, voting position elected by the general membership):**

- Responsible for taking inventory and ordering concessions and supplies needed for spring/fall seasons
- Responsible for showing volunteers on how to open/close down stand each night
- Responsible for cleanliness of stand.
- Responsible for stocking bathroom supplies and cleaning after/before games
- Organizes, tallies, and keeps records of concession sales and purchases
- Pays out umpires for home games
- Responsible for making sure home games are covered and concession stand is open

### **Sponsor Fundraising Manager (1 Yr. term, voting position elected by the general membership):**

- Organizes and implements approved Local League fundraising activities.
- Maintains records of monies secured through fundraising initiatives.
- Solicits and Secures local sponsorships to support our league operations
- Responsible for securing and implementing team photography services.

### **Umpire-in-Chief (1 Yr. term, voting position elected by the general membership):**

- Supervise, schedule, and coordinate the efforts of the umpires (both adults and Junior umpires).
- Maintain a list of all active volunteer umpires. A copy of the list shall be provided to the Local League President and Secretary for distribution as deemed necessary.
- Maintain communication between the Board of Directors and the umpires.
- Conduct clinics for the purpose of training umpires in the knowledge and application of Little League Baseball/Softball official Regulations and Playing Rules and the Local League's Ground Rules.
- Serve as a permanent member of the protest committee.
- Manage relationship with umpire association and related umpires, where needed.

### **Player Agent (1 Yr. term, voting position elected by the general membership):**

- Record all player transactions and maintain an accurate and up-to-date record thereof for his/her assigned division(s), with assistance from the coaching coordinator.
- Receive and review applications for player candidates, within his/her assigned division(s), and assists the President and VP in verifying residence and age eligibility.
- Receive and review application for manager/coach candidates, within her/her assigned division(s), then interviews and submits recommended candidates to the President for approval
- Conduct the player tryouts, the player draft and all other player transactions or selection meetings.
- Evaluate players for any safety issues during tryouts and make subsequent recommendations to the Board of Directors thereof.
- Ensure that the proper number of players, within an age group, is drafted to each team.
- Prepares for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.

### **Equipment Managers – Baseball (Voting position appointed by Board)**

- Responsible for taking equipment inventory and recommending equipment purchases to Board.
- Responsible for all aspects of equipment handout and return for respective leagues. Includes keeping a log of all equipment given to coaches.
- Work with League Safety Officer to ensure equipment is safe

### **Field Manager (Voting position appointed by Board):**

- Responsible for keeping the grounds clean and coordinating with team managers to find help throughout the season
- Responsible for the maintenance of the fields around the park
- Responsible for ordering necessary field prep and maintenance items (field dry, lime, rakes, liners, tape measures, etc.)
- Responsible for hanging banners at field complexes for the new season and removing and storing banners from the season just completed.
- Come up with field maintenance schedule to ensure that park is maintained

### **Division Commissioners (Baseball/Softball - Voting position appointed by Board)**

- Each appointed commissioner will serve in their divisions for both Baseball and Softball
- The following commissioners may be appointed depending on the size of each division.
  - T-Ball / Rookie
  - Minors / Majors
  - Junior / Seniors
- Ensure all coaches attend respective meetings.
- Create game schedule for T-ball and Rookie teams for Spring season.
- Prepare and distribute in-house game rules to respective coaches.
- Train all new and/or returning coaches about field prep and field maintenance expectations.
- Coordinate with League Player agent (select dates / evaluators) to conduct tournament team tryouts for respective divisions.