

## Shaler Area Little League - Board Job Descriptions

### General Notes:

- All Board members are expected to promote and uphold the mission of Shaler Area Little League.  
**Develop the youth of Shaler 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 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.
- The President does not get a vote on the Board unless a tie exists and then he/she will cast the tiebreaking vote.

### 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.
- Serve as contact to School District and Township for League requests or issues involving Fields.
- Secure necessary field permits from School District and Township for the Spring and Fall seasons.
- Secure Kiwanis pavilion permit from Township for Tournament dates and End of Year Celebration.
- Secure Middle School building permit for Registration dates.
- Conduct, preside over and provide the agenda for any Board meeting that cannot be attended by the President.

### 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):

- Takes minutes at all Board meetings and will email minutes to all Board members.
- Maintain file of all Board minutes for posting to league website.
- Responsible for sending out notice of meetings to the general membership.
- Receive nominations and petitions for Executive Board elected positions.

### Baseball Commissioners - Tball through Instructional (Voting position appointed by Board):

#### **Farm through Little League (Voting position appointed by Board):**

#### **Pony through Colt (Voting position appointed by Board):**

- Serve as Shaler Area Little League SABA rep for respective divisions.
- Ensure all coaches attend respective (NRBA) scheduling meetings.
- Create game schedule for Tball (ages 4-5) and Rookie (age 6) 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.
- Serve as league contact for respective coaches.
- Coordinate (select dates / evaluators) and conduct tournament team tryouts for respective divisions.

**Softball Commissioners – Slow Pitch (Voting position appointed by Board):**

**Fast Pitch (Voting position appointed by Board):**

- Serve as Shaler Area Little League GPGSL rep for respective divisions.
- Ensure all coaches attend respective scheduling meetings.
- Distribute game rules to respective coaches.
- Train all new and/or returning coaches about field prep and field maintenance expectations.
- Serve as league contact for respective coaches.
- Coordinate (select dates / evaluators) and conduct tournament team tryouts for respective divisions.

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

**Softball (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.
- Responsible for changing and maintaining field box and batting cage locks and combinations.

**Registrar (Voting position appointed by Board):**

- Manages the online registration process (coordinating, updating & maintaining online registration).
- Creates team rosters after draft and distributes to managers.
- Provides uniform report to commissioners to assist in ordering process.
- Prepares and distributes email correspondence to general membership through Sports Connect.
- Ensures that annual background checks for coaches and Board are submitted through LL International.
- Ensures that league rosters are uploaded to the LL Data center (coordinating, updating and maintaining league rosters, submitting all league rosters to LL International). Spring season only.
- Ensures that league rosters are emailed to Shaler Township for both the Spring and Fall seasons.
- Works with Treasurer to ensure that all registration fees are collected and deposited timely.

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

- Responsible for recruiting and appointing Field leaders for all complexes used by the organization. Field leaders will maintain inventory of field prep and maintenance supplies and report to Field Manager what is needed at each complex. Complexes are:
  - Kiwanis (Crawshaw, Lower Kiwanis, Jeffrey)
  - Richter (Front and Back Fields)
  - Burchfield (Boys and Girls Fields)
  - Farrell
  - Scott Avenue (Pony field)
  - Stoneridge
  - Middle Road Firehall
- Responsible for ordering necessary field prep and maintenance items (field dry, lime, rakes, liners, tape measures, etc.)
- Responsible for working with Ways and Means / Asst. Treasurer to get names / logos of Sponsors for Banners so that they can be ordered for the new season.
- Responsible for hanging banners at field complexes for the new season and removing and storing banners from the season just completed.

**Ways and Means / Asst Treasurer (Voting position appointed by Board):**

- Responsible for assisting the Treasurer with his duties when needed.
- Responsible for maintaining list of Sponsors for the current season and working with uniform supplier for any sponsorships that need added to baseball / softball jerseys.
- Responsible for completing grant applications for the League.
- Responsible for completion of League Safety Plan that is needed for Little League International each year.
- Responsible for scheduling and registration for Annual T-Mobile Home Run Derby.

**Concessions Manager (Voting position appointed by Board):**

- Responsible for taking inventory and ordering concessions and supplies needed for Burchfield and Richter Concession stands.
- Responsible for working with Tournament coaches for home Tournament concessions and to stock make-shift concession stands at fields like Kiwanis where we do not have a stand.
- Responsible for showing Coaches how to open/close down stand each night and make cash deposit to safe in the concession stand.
- Responsible for cleanliness of stands.
- Responsible for stocking bathroom supplies at each stand.
- Responsibility of getting parents to work at the stand is with the Head Coaches of the teams and not with the Concession Manager.

**Social Media / Website Manager**

- Responsible for updating League website with current events and notices.
- Responsible for updating League Facebook page with current events and notices.
- Responsible for working with Ways and Means to update Sponsor information on League website.
- 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.