

Board of Director Positions and Responsibilities

The local league Board of Directors, elected from and by the adult members of the league, is responsible for the day-to-day operations of the league within the rules, regulations and policies of Little League. This board does not have the authority to alter, suspend or change any of the rules, regulations or policies of Little League.

However, wide latitude is given to this board in many areas of operation so that the local needs of the community may be met. For instance, the local league board of directors is entirely responsible for choosing a method for selection of Tournament Teams (or "All Stars").

Annually, the regular membership of each Little League is required to meet and elect the board of directors. Following the election, the board of directors meets to elect its officers from within the newly elected board. The officers required are: president, vice president, secretary, treasurer, player agent, and safety officer and coaching coordinator (Information officer recommended but not required).

The board may adopt such rules and regulations for the conduct of its meetings and the management of the league, as it may deem proper. The board has the power to discipline, suspend or remove any director or officer or committee member of the league, subject to provisions of the local league constitution.

Members of the local league board of directors, particularly the officers, should not be involved as members of other boards when such membership may cause a conflict of interest.

President - Apart from all other considerations, sound leadership, couched in knowledge, experience and common sense, is the greatest requirement and most exemplary qualification of the man or woman selected as president of a Little League.

While efficient organizational and administrative abilities are desirable credentials, the search for good leadership must transcend all other attributes in the adult who gives direction to the Little League movement in the local community. Dedication to the goals and purpose of Little League is inherent in the volunteer aspect of those who serve, but not everyone who serves is gifted with the quality of leadership. Presidents must reflect these qualities if they are to be of benefit to children.

The president has many responsibilities in the administration of the league. Each President is elected by, and is accountable to, the local league board of directors. Duties of a president are described within the limits of the rules and regulations, and within the local league constitution, giving each president the ability to oversee the affairs of all elements of the league.

As the chief administrator, the president selects and appoints managers, coaches, umpires and committees. As such, no person becomes a manager, coach, umpire or committee member without the approval of the president. However, all appointments are subject to final approval by the local league's board of directors.

Importantly, the president is the officer with whom Little League International maintains contact. The president also represents the league in the District organization.

The president should be the most informed officer of the league. Each president must know the regulations under which Little League operates and in authorizing the annual application for charter, binds all members of the league to faithfully observe the regulations. Little League Baseball International Headquarters reserves the right to require a league to remove any officer who does not carry out the terms of charter application. Serious violation can result in loss of the league's charter by action of the Charter Committee in Williamsport, Pennsylvania.

Beyond the requirements of league administration, the president should personify the best public image in reflection to the community at large. Each president should take an active role in gaining support and winning friends for the league program.

The president presides at league meetings, and assumes full responsibility for the operation of the local league. The president receives all mail, supplies and other communications from the Little League Headquarters. A president may manage, coach or umpire, provided he/she does not serve on the protest committee, nor serve as tournament team manager or coach.

Vice President - The vice president presides in the absence of the president, works with other officers and committee members, is member of all committees, and carries out such duties and assignments as may be delegated by the president. Vice President should work with division VPs in running their divisions. A vice president may manage, coach or umpire, provided they do not serve on the protest committee.

Secretary – The League Secretary is responsible for the overall record keeping of the league and helps ensure that accurate records are kept and maintained.

- Supports Information Officer with maintenance & addition of documents on shared drive
- Maintains a record of the league's activities
- Records meeting minutes, prepare in written format, and distribute via email
- Provide copies of meeting minutes for each board meeting
- Provide attendance roster for each board meeting
- Maintain files of all board minutes, attendance rosters, & meeting agendas
- Responsible for sending out notice of meetings
- Responsible for securing facilities for meetings

Treasurer - The treasurer signs checks co-signed by another officer or director (or as directed by the local league's constitution), dispenses league funds as approved by the board of directors, reports on the status of league funds, keeps local league books and financial records, prepares budgets, and assumes the responsibility for all local league finances. Produces budget line item reports for each meeting to review and provides accounting/reporting of all expenses on a monthly basis.

Player Agent - The player agent conducts annual tryouts, is in charge of player selection, assists the president in checking birth records and eligibility of players and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball. Separate player agents may also be selected to oversee individual divisions within the league. The player agent must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received explicit written permission to allow this from Little League International. Conducts voting for all star players, managers and coaches. responsible for certifying teams in the LLI system.

Safety Officer - The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to Little League International through the ASAP system. In charge of assisting fill out any injury reports.

Information Officer (recommended but not required) - The information officer manages the league's official website home page, manages the online registration process and ensures that league rosters are maintained on the site, assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis, collects, posts and distributes important information on League activities including direct dissemination of fund- raising and sponsor activities to Little League International, district, public, league members and media, serves as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International, and displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient Little League experience.

Sets up and runs the drafts of each league.

Sets up the league calendar and puts it on the website.

Renews website software.

Communications & Marketing Director: Works directly with the information officer.

- Updating the Website Content
- Communication Schedule; i.e.: what notifications are sent to families and when
- Composing & Sending Marketing/Notification Emails
- Managing social media accounts and posting important updates throughout season
- In charge of All Call Notifications for Marketing/Rainouts
- Act as a historian taking or organizing others to take photos of PNLL participants and events and publishing to the website.
- League Publicity
- Work with the President and executive board on any press releases.

Coaching Coordinator - Represents coaches/managers in league; presents a coach/manager training budget to the board; gains the support and funds necessary to implement a league-wide training program; orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary; helps implement www.LittleLeagueCoach.org as the manager-coach education program for the league. Sets up and coordinates Petaluma High baseball clinic and coaches clinic pre-season. Should work with Division VPs to set up coaching interviews as well as solicit coaching volunteers.

EVENT / CLINICS / VOLUNTEER COORDINATOR:

Coordinates Volunteers and Creates Board Sub-Committees for events as needed

- Registration events
- Player Evaluations (assists Player Agents)
- Coaching Clinic (with Division VP's)
- Majors Clinic
- Cap Night
- Opening Ceremony (assists President)
- Picture day (assists Marketing/PR person)
- And any other special events as deemed necessary by board throughout season.
- Works with president and board to organize and staff all post-season tournaments hosted by PNLL
- Schedules volunteers for Snack Shack

Concession Manager

- Maintains the operation of concession facilities snack shack
- Maintains health & safety guidelines for snack shack
- Organizes the purchase of concession products
- Responsible for the management of the concession sales at league events
- Schedules volunteers to work the concession booth during league events
- Collects and reviews concession related offers
- Organizes, tallies and keeps records of concession sales and purchases
- Organizes a committee to assist run the snack shack
- Organize and train juniors to operate snack shack
- Make sure the snack shack is clean and fully stocked
- Arrange & maintain designated shared area in snack shack for game day operations (i.e. pencils, pens, flags, scorebook, etc.)
- Organizes purchase of janitorial supplies for bathroom
- Organizes display, sales, & storage of SWAG. Not responsible for purchase or design

Sponsorship/Fundraising Manager

- Solicits and secures local sponsorships to support league operations
- Collects and reviews sponsorship and fundraising opportunities
- Organizes and implements approved league fundraising activities
- Coordinates participation and organization of fundraising activities
- Maintains records of monies secured through sponsorship and fundraising initiatives

Head Umpire/Chief Umpire (UIC) –Major, 50/70 and 60/90 divisions

- Provides and Oversees all Umpire Training
- Schedules Umpires for Majors and 50/70, 60/90 divisions
- Member of Protest Committee
- UIC needs to solicit and train all umpires for assigned divisions. UIC must make sure that coaches are treating the umpires with respect and regularly check in with coaches for feedback on umpires throughout the year. UIC is also responsible for instituting league and LLI rules and making sure teams/managers/board are following them.

Asst Umpire/Chief Umpire (UIC) –AA and AAA divisions

- Assists Umpire Training
- Schedules Umpires for AA and AAA divisions
- Member of Protest Committee
- UIC needs to solicit and train all umpires for assigned divisions. UIC must make sure that coaches are treating the umpires with respect and regularly check in with coaches for feedback on umpires throughout the year.

Facilities manager (and three field managers Minis, AAA, MAjors)- 6 plus hours per week: The manager organizes and oversees the three field managers (MINI, AAA, and MAJORS) Oversees Maintenance to PNLL fields and common spaces. Manages and organizes field clean up day(s) Ensure that playing fields and common spaces are free of debris and trash. Make recommendations to the board re rainouts Research prices and orders supplies for fields Must have knowledge of irrigation, field upkeep and be able to make written recommendations regarding improvements for our fields to the board. Must be well organized. Must be able to able to delegate and manage the field managers and assist with weekly maintenance of the field throughout the season and post-season tournaments as necessary. Train coaches and others on proper way to set up field prior to games and clean-up following games. Must be able to work well with others in order to improve the condition of our fields. Must close down field at end of last post season

game (clean up field, make sure all tools are put away, and locks are on all fences.)
At final meeting of the year provide a written status of improvements for the field in that past year as well as recommendations for future improvements and their cost. Present to the board with recommendations for future field manager.)

Field managers work directly with the Facilities manager in order to maintain and improve the fields. Responsible for communicating all field issues to the facility manager.

Equipment Manager Orders and manages all playing equipment for season / tournament play (balls, books, catchers equipment, etc)

Maintains uniforms Issues and collects team equipment from each manager Keeper of container 3

Division Vice Presidents (50/70/Jrs, Majors, AAA, AA, Minis/TBall) Responsible for coordinating/scheduling make-up games within respective division with League VP and team managers

Manages conflicts within division

Works with league VP a for league continuity

Works with player agents to set up coaches' interviews for each division. (SMJ)

Works with information officer and player agents to assist with handouts and information presented to coaches at the drafts.

BMOD Coordinator Schedules BMOD personnel for regular season, city tournament and all tournament play at Carter Field. Prepares opening and closing checklist for BMOD shifts.

Practice Field Coordinator Secures fields for little league practices (cinnabar, Wilson, prince, grant, Mcnear, etc) Acts as the liaison between schools and city and PNLL. Schedules practice fields with managers equitably Sends out weekly/monthly practice schedules to Managers. Works with schools to recommend and facilitate improvements of practice field