



## FNWLL Board Roles and Responsibilities

Per the Constitution of Fraternal Northwest Little League, the Board of Directors shall be comprised of no fewer than seven (7) and no more than fifteen (15) Members in good standing. The Officers of the Board of Directors shall include, at a minimum: President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer, and Coaching Coordinator, per Little League Regulation I(b). This bylaw outlines the number of board members along with their roles and responsibilities for the current season.

The following descriptions outline the roles and responsibilities of the fourteen board members. In the event of any discrepancy between the roles and responsibilities outlined in this document and those stated in the League Constitution, the Constitution shall take precedence.

President – The President shall:

- a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- b) Present a report of the condition of the Local League at the Annual Meeting.
- c) Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the Local League.
- d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, and Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
- e) Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- f) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- g) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection.
- h) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league Safety Officer, or other designated Board member.
- i) Ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training as outlined in the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board member.
- j) Ensure the Local League compliance with the requirements of the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board Member.

Vice President – The Vice President shall:

- a) 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 so act. When so acting, the Vice President shall have all the powers of that office.
- b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.



Secretary – The Secretary shall:

- a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists, email lists and necessary records.
- b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and Committee Members and give notice of all meetings of the Local League, the Board of Directors, and Committees.
- d) Maintain a current list of all Regular Members in good standing and determine the number of Regular Members needed to constitute a quorum.
- e) Keep the minutes of the 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.
- f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- g) Notify Members, Directors, Officers and Committee Members of their election or appointment. Provide each of these individuals with a copy of the Local League Constitution.
- h) Manage league website, Facebook page, and online communications. Posts league updates, news, and sponsorship materials.

Treasurer – The Treasurer shall:

- a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- b) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.

Player Agent – The Player Agent shall:

- a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- b) Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility.
- c) Conduct tryouts, player draft, and all other player transactions or selection meetings.
- d) Prepare the Player Agent's list.
- e) Prepare for the President's signature and submission to Little League Baseball, Incorporated team rosters, including players claimed, and the tournament team eligibility affidavit.
- f) Notify Little League Baseball, Incorporated of any subsequent player replacements or trades.

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Safety Officer – The Safety Officer shall:

- a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for Players and all participants of Little League.
- b) Update and submit for approval the league's A Safety Awareness Program (ASAP).
- c) Procure and distribute safety (first aid) kits to all coaches.
- d) Educate all league volunteers on critical aspects of the ASAP at annual coaches meeting.
- e) Ensure the league is compliant with all aspects of the Little League Child Protection Program, including ensuring that all league volunteers have completed the annually required background checks and Abuse Awareness training.
- f) Monitor any injuries that take place during league activities, ensuring they are recorded and reported to the league/district and national offices as required. Ensure all appropriate follow-ups and releases are obtained prior to the player returning to league activities.

Umpire-in-Chief – The Umpire-in-Chief shall:

- a) Read and understand the Little League rulebook as well as the league-specific rules for both FNWLL and opponent leagues.
- b) Maintain a master roster of umpires including names, contact information, certifications, and availability.
- c) Organize and conduct annual umpire training sessions covering mechanics, positioning, rule interpretations, and conduct.
- d) Create and manage weekly game assignments for umpires during the regular season, playoffs, and All-Star tournaments. Coordinate umpire payments.
- e) Ensure umpires have all necessary equipment (indicator, mask, plate gear, lineup cards) and distribute league-issued gear when needed.
- f) Act as the first point of contact for complaints or disputes involving umpires, mediating issues between parents, coaches, fans, and the umpiring staff.
- g) Clarify rule interpretations with coaches on-site and escalate unresolved eligibility or protest matters to the League President or Player Agent.

Field Maintenance Manager – The Field Maintenance Manager shall:

- a) Maintain baseball fields within fence lines, including infield dirt, outfield grass, base paths, and warning tracks.
- b) Coordinate spring field preparation and fall clean-up efforts.
- c) Recruit, organize, and delegate daily field preparation tasks such as dragging, lining, watering, and repairing low spots or worn areas.
- d) Recruit, organize, and lead volunteer crews on designated maintenance days to complete routine and special projects.
- e) Train managers and coaches on basic field maintenance procedures and equipment use to ensure consistent care.
- f) Collaborate with the President and Treasurer to identify facility upgrade needs, draft improvement proposals, and secure funding.
- g) Develop and manage an annual budget for field equipment, materials, and capital improvement projects.

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Facility Manager – The Safety Officer shall:



- a) Maintain facilities outside the fence lines, including concession stands, restrooms, batting cages, storage sheds, fencing, dugouts, parking areas, and spectator spaces.
- b) Coordinate routine maintenance and repairs for non-playing field infrastructure, overseeing plumbing, electrical, HVAC, structural, and safety inspections.
- c) Establish and oversee a regular restroom cleaning schedule throughout the season, ensuring hygiene standards are met and supplies remain stocked.
- d) Develop and manage facility improvement plans and budgets in partnership with the President and Treasurer, prioritizing projects based on safety, usability, and cost-effectiveness.
- e) Oversee purchase, inventory, and distribution of all non-field equipment and supplies—such as concession gear, restroom fixtures, screens and nets, and maintenance tools.
- f) Collaborate with the Field Maintenance Manager on spring field preparation and fall clean-up efforts.
- g) Coordinate with the City of Midland, local contractors, or licensed plumbers to schedule seasonal tasks like winterization, de-winterization, deep cleaning, and emergency repairs.
- h) Organize volunteer workdays for facility projects, recruit skilled trades volunteers, and train participants on proper maintenance and safety procedures.

Equipment Manager – The Equipment Manager shall:

- a) Maintain league equipment, ensuring proper storage, cleanliness, and serviceability, and oversee timely distribution to managers and coaches so each team has the gear needed for practices and games.
- b) Order replacements by monitoring usage patterns, sourcing vendors, and securing optimal pricing.
- c) Track inventory of all gear using a centralized system—such as a spreadsheet or inventory software—to record sizes, quantities, and condition, and to manage coach check-outs and returns.
- d) Manage sponsor-related uniform considerations by assigning team color and coordinating with uniform vendors for both the regular and post seasons.
- e) Prepare the annual equipment budget in collaboration with the Treasurer, forecasting costs for repairs, new purchases, and uniform renewal.
- f) Coordinate end-of-season equipment return and conduct condition assessments to inform next season's ordering and budgeting.

Fundraising Chair – The Fundraising Chair shall:

- a) Coordinate team sponsorships by developing tiered sponsorship packages, securing local business partnerships, and collecting advertising funds.
- b) Write, submit, and manage grant proposals to foundations, corporations, and government programs, ensuring compliance with application guidelines and timely reporting of outcomes.
- c) Organize and oversee fundraising events—such as raffles, hit-a-thons, car washes, and community dinners—by recruiting volunteers, setting budgets, and handling logistics.
- d) Develop and implement innovative fundraising ideas, including online crowdfunding campaigns, merchandise sales, and seasonal promotions, to broaden the league's donor base.

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- e) Acknowledge sponsors through prominent signage at facilities and digital recognition on the league website and social media channels.
- f) Collaborate with the Treasurer to track all fundraising revenues and expenses, prepare monthly financial summaries, and ensure accurate reconciliation of event proceeds.
- g) Maintain a comprehensive sponsor and donor database and nurture ongoing relationships to secure multi-year commitments.

Concessions Manager – The Concessions Manager shall:

- a) Operate and staff concession stands by recruiting, scheduling, and supervising volunteers or paid attendants.
- b) Manage inventory levels by forecasting demand, placing timely orders, and maintaining accurate stock records.
- c) Ensure food safety compliance through regular training on customer service standards, equipment operation, emergency protocols, health regulations, sanitation procedures, and proper storage practices.
- d) Handle cash transactions, set pricing, oversee point-of-sale systems, and reconcile proceeds with the Treasurer.
- e) Coordinate with the Treasurer to prepare and submit detailed financial reports, including revenue summaries, expense breakdowns, and cash flow analyses.
- f) Research, trial, and introduce new menu items or limited-time promotions based on customer feedback and cost-benefit analysis to boost sales.
- g) Maintain equipment by arranging routine inspections, repairs, and replacements, and by ensuring all appliances meet safety standards.
- h) Establish and nurture vendor relationships to negotiate pricing, secure bulk discounts, and guarantee reliable deliveries.

Coaching and Player Development Coordinator – The Coaching and Player Development Coordinator shall:

- a) Organizes coaching clinics and education. Distributes training resources and enforces coaching expectations. Supports managers during the season.
- b) Organizes winter clinic for player development including selecting location, scheduling volunteers, player registrations, practice plans.
- c) Serves as a liaison between coaches and the board.

Coach Pitch / T-Ball Liaison – The Liaison shall:

- a) Manage the Coach Pitch and T-Ball divisions.
- b) Be the first point of contact for coaches in these divisions, including coordinating team assignments, practice/game logistics, coach guidance, and rules clarifications.
- c) Liaison with league partners (Larkin Township, Midland Public Schools) on any issues related to the facilities owned by those partners.