

President

- Oversees All Director positions
- Conducts Board Meetings
- Appoints committees and acts as ex officio member of all committees
- Attends District Meetings
- Responsible for handling Little League international business, including charters, forms, reports and insurance matters, and prepares reports and forms required by and sends to Little League International
- Monitors and Coordinates League's Business and Administration Operations
- Voting Rights

1st Vice President

- Oversees level directors and managers
- Monitors and ensures all league rules are adhered to by level directors, managers, coaches, and players
- Conducts rules committee and drafting of rules
- Oversees Board Member on Duty, Complex Directors, Safety Director and Equipment Directors
- Establishes complex coverage, work parties and field crews
- Responsible for concession collection and deposit at the Williams Road Complex
- Picks up mail, separates forms from checks and distributes accordingly
- Shall preside in the absence of the President
- Voting rights

2nd Vice President

- Oversees the League Information Director who is responsible for maintaining the League's Web Site. This includes:
- Posting all: events, league information, sponsor banners, team & player data loads, parent information, links to other sites, pictures, rainouts, forms, tournaments, etc.
- Picks up mail, separates forms from checks and distributes accordingly
- Conducts sponsorship, collection of fees and management of such with the Secretary and President, this includes soliciting new sponsors each season
- Responsible for the ordering and posting of Sponsor banners
- Responsible for collection and deposit of concession funds at the Poestenkill Complex
- Voting rights

Secretary

- Oversees Events/ Fund Raising Director positions and Scheduler
- Records Board Meeting minutes
- Distributes BOD meeting agendas, minutes, information
- Keeps attendance and notifies BOD of meeting one week prior to meeting date
- Responsible for securing facilities on behalf of the league
- Creates and posts Season and monthly calendars of special events
- Assist 2nd V.P. in tracking sponsors in spreadsheet *Must have computer and spreadsheet skills to maintain registrations, provide reports, forms, etc.
- Reserves locations for meetings
- Voting Rights

Treasurer

- Oversees Concession Director positions
- Receives and disburses league funds and prepare financial reports
- Assists Vice President (business operations/league rules and policies administration)

- Deposits checks from registration and assists when necessary to deposit concession money
- Seeks and applies for grants for league purposes in consultation with the President
- Voting Rights

Player Agent

- Primary responsibility for managing player registration process
- Produces reports, draft sheets, and data imports
- Conducts annual player evaluations, draft meetings, and player selection
- Assists the President in checking birth records and eligibility of players
- Voting rights

League Information Director

- Responsible for maintaining the League's Web Site. This includes: Posting all: events, league information, sponsor banners, team & player data loads, parent information, links to other sites, pictures, rainouts, forms, tournaments, etc.
- Assists the Player Agent in setting up online registration
- Assigns online administrative rights to local volunteers
- Encourages creation of team web sites to team managers and coaches
- Ensures that league news and game scores are updated online on a regular basis
- Collects, posts, and distributes information on league activities
- Voting Rights

Scheduler

- Prepare and distribute the schedules for regular season for all levels and Tee Ball, includes regular season practice, games, playoffs, and All Stars
- Secures use of practice fields in surrounding communities
- Voting Rights

Events Coordinator/Fundraiser

- Responsible for coordinating TTLL events. The director will establish and chair committees for each of the events held during the season
- The committees will be responsible for event coverage, agenda, flyers, sign-ups, setup, etc. Events include: Opening Day, Picture Day, 12 yr old MLB Game Trip, Festival Day, Valley Cats night, and coordination of Pitching and Hitting Training Camp
- Creates and gets printed the Opening Day book
- Responsible for overseeing TTLL, Inc. fundraising activities
- Voting Rights

Complex Director (Williams Road)

- Oversees complex facilities and fields and maintains W2 which includes mowing, string trimming and any necessary upkeep
- Recommends purchasing of materials, equipment etc.
- Voting Rights

Complex Director (Poestenkill)

- Oversees complex facilities and fields and maintains Pi which includes mowing, string trimming and any necessary upkeep
- Recommends purchasing of materials, equipment, etc.
- Voting Rights

Field Directors (5)

- Maintains assigned field which includes mowing, string trimming and any necessary upkeep
- Assists Complex Director for their assigned fields as needed
- Voting Rights

Equipment Director

- Supervise the acquisition, equipment distribution, care and return of uniforms and equipment
- Orders trophies, balls, and necessary equipment as determined by the President
- Voting Rights

Umpire-in-Chief Director

- In charge of selecting and training of umpires for the Farm system
- Presides over any and all protests
- Interfaces with the Umpire Association that is under contract with TTLL, Inc.
- Voting Rights

Concession Directors (2)

- Responsible for League Concession Operations. This involves scheduling a core group of volunteers to cover concession operations (stocking, cooking, counter help, cleanup, inventory)
- Responsible for Concession supply orders, including the purchase and pricing of food and beverages in consultation with the Treasurer & Concession Director (Poestenkill)
- Assist in running concessions (and employing) and scheduling of volunteers, **INCLUDING BOARD MEMBERS, MANAGERS, COACHES, PARENTS and OTHERS (staff)** for special events, regular season, All-Star and Fall Ball games
- Develops and works with Level Directors for establishment of coverage schedules
- Voting Rights

Level Directors (1 per Level)

- Oversee the level that they are assigned, according to all rules and regulations of Little League Baseball, Inc. and TTLL, Inc., and have contact with managers and coaches throughout the baseball year. This includes instructing and monitoring managers and coaches to ensure they adhere to league rules and perform their duties
- Each Level Director establishes and maintains the player pool for their level
- Voting Rights

Safety Director

- Responsible for all safety matters related to TTLL, Inc., including CPR and emergency training and procedures
- Coordinates Manager Training Seminar
- Conducts background checks for all Twin Town volunteers as required by Little League rules
- Voting Rights