

Biddeford Little League Softball

Board Roles & Expectations

This document outlines the roles, responsibilities, and expectations of Board Members of Biddeford Little League Softball (BLLS). Board members are expected to act in the best interest of the league, its players, families, volunteers, and the community.

General Board Expectations

- Board members are expected to act professionally and respectfully at all times.
 - Board members should support league policies, decisions, and leadership once decisions are made.
 - Board members are expected to attend board meetings and league events when reasonably possible.
 - Board members should communicate proactively and collaborate with other board members.
 - All league and Little League rules and regulations must be followed.
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Executive Board

- The Executive Board consists of the President, Vice President, Secretary, and Treasurer.
 - All other positions serve as Board Members with defined operational responsibilities and report to the Executive Board as appropriate.
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President

The President serves as the chief administrator of the league and oversees overall league operations.

Responsibilities include:

- Oversee the administration and operation of the league.
- Serve as the primary point of contact with Little League International.
- Represent the league at District and external meetings.
- Preside over Board and league meetings.
- Execute policies established by the BLLS Board.
- Present an annual report on the condition of the league.
- Investigate complaints or issues and report findings as appropriate.

- Ensure league operations comply with Little League policies and charter requirements.
 - Designate officers, when necessary, to execute Board approved contracts or agreements.
 - Serve as a positive public representative of the league within the community.
 - Serves an Executive Board Member on the BLL Board.
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Vice President / Umpire-in-Chief

The Vice President supports the President and assists with overall league operations. In Biddeford Little League Softball, the Vice President also serves as the Umpire-in-Chief.

Responsibilities include:

- Perform the duties of the President in their absence when authorized.
- Support league operations and assist other Board members as needed.
- Serve as an ex-officio member of all committees.
- Carry out assignments delegated by the Board or President.
- Oversee specific divisions or initiatives when assigned.

Umpire-in-Chief Responsibilities:

- Recruit, train, and retain league umpires.
 - Schedule umpires for all league games and events.
 - Serve as the primary point of contact for umpire-related matters.
 - Address umpire availability, performance concerns, and coverage issues.
 - Serve on the protest committee as required by league rules.
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Secretary

The Secretary is responsible for league records and official communication.

Responsibilities include:

- Maintain records of Board members and league documents.
 - Record and retain minutes of Board and league meetings, to be distributed to Board Members within 5 Business Days
 - Distribute meeting notices and official communications.
 - Maintain historical records of league activities.
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Treasurer

The Treasurer is responsible for the financial management of the league.

Responsibilities include:

- Receive, deposit, and disburse league funds as approved by the Board.
 - Maintain accurate financial records.
 - Provide regular financial reports to the Board.
 - Prepare the annual league budget based on input from Board members.
 - Ensure checks are signed in accordance with league policy.
 - BLLS Treasurer reports to BLL Treasurer
 - Reporting Deadline for All Financials is October 24th
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Player Agent

The Player Agent oversees player registration, eligibility, and team formation.

Responsibilities include:

- Conduct player evaluations and tryouts.
 - Manage player selection and draft processes.
 - Review player applications.
 - Assist with verification of age and residency requirements.
 - Maintain player eligibility records.
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Canteen Manager

The Canteen Manager oversees all concession operations.

Responsibilities include:

- Manage day-to-day canteen operations.
 - Purchase and inventory concession products.
 - Coordinate with vendors to maximize value.
 - Create SOPs for operation of canteen.
 - Monitor product safety and minimize waste.
 - Maintain detailed records of sales and expenses.
 - Provide an annual canteen budget to the Treasurer for inclusion in the league budget.
 - Provide financial reporting to the President and Treasurer as requested.
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Sponsorship & Fundraising Director

The Sponsorship & Fundraising Director supports league funding and community partnerships.

Responsibilities include:

- Solicit and manage league sponsorships.
 - Organize and implement Board approved fundraising activities.
 - Maintain detailed records of sponsorships and fundraising revenue.
 - Track vendor commitments and league obligations.
 - Provide reporting to the President and Treasurer.
 - Coordinate Calendar Fundraiser with BLL.
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Field Director

The Field Director oversees field conditions and coordination.

Responsibilities include:

- Ensure fields are maintained in safe and playable condition.
 - Serve as the primary contact with the town/city on field matters.
 - Communicate field needs and concerns to the Board.
 - Coordinate with the Equipment Director on field-related equipment needs.
 - Provide an annual field maintenance and improvement budget to the Treasurer.
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Equipment Director

The Equipment Director manages league equipment and supplies.

Responsibilities include:

- Oversee league equipment inventory.
 - Ensure equipment is safe and playable.
 - Order equipment and supplies as approved.
 - Prepare and submit an annual equipment budget to the Treasurer.
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Scheduler

The Scheduler manages all league scheduling.

Responsibilities include:

- Create and distribute game and event schedules.

- Coordinate schedule changes and cancellations.
 - Work with coaches and directors as needed.
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Accountability

- Board members are encouraged to seek guidance or clarification when needed.
- Failure to meet role expectations may result in review by the Board.
- The goal is clear ownership, collaboration, and a well-run league.