

# Ingram Little League Board of Directors Roles

The Ingram Little 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 (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 Ingram Little 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. The President is elected by, and is accountable to, the Ingram Little League Board of Directors. Duties of a president are described within the limits of the rules and regulations, and within the Ingram Little 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 Ingram Little League's Board of Directors.

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

The president should be the most informed officer of the Ingram Little League. The 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 Ingram Little 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 ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the president. Separate vice presidents may also be selected to oversee individual divisions within the league. If so, one vice president should be selected as the one to preside in the absence of the president. A vice president may manage,

coach or umpire, provided they do not serve on the protest committee.

**Secretary -**

The secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, issues membership cards and maintains a record of league's activities.

**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 league books and financial records, prepares budgets, and assumes the responsibility for all Ingram Little League finances.

**Marketing / Public Relations Manager -**

- (a) Oversees new player recruitment efforts
- (b) Develops and maintains a league marketing plan focused on player recruitment and retention
- (c) Oversees efforts to market new divisions of play and initiatives offered by the league
- (d) Works with local media to promote the interests of Little League, and coordinates efforts to make the local Little League visible in the community year round.

**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.

**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.

### **Information Officer -**

The information officer manages the league's official 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.

### **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 LittleLeagueCoach.org and Little League University as the manager-coach education program for the league.

### **Concession Manager -**

- Maintains the operation of concession facilities
- 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 including coupons, discounts and bulk-purchasing opportunities
- Organizes, tallies and keeps records of concession sales and purchases

### **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 in fundraising activities
- Maintains records of monies secured through sponsorship and fundraising initiatives

### **Umpire Coordinator -**

The Umpire Coordinator's general responsibility is to accurately and efficiently oversee all

activities of umpires in Ingram Little League, including scheduling, compensation, and evaluation.

- Attend all League and Board meetings
- Coordinate and assign umpire schedules (no self-assignment by umpires)
- Handle cancellations and umpire assignments for rescheduled games
- Establish and maintain effective communication between managers and umpires
- Communicate with the Board of Directors regarding protests, ejections, and other concerns
- Develop and oversee league-wide umpire evaluation process
- Evaluate umpires in person when possible and seek managers input of umpire evaluation
- Notify and educate umpires on Ingram Little League rule adaptations
- Distribute compensation to umpires
- Maintain expense records for reimbursement from the League Treasurer
- Recruit and assess potential new umpires
- Oversee the development of umpire staff through meetings, seminars, and evaluations
- Other duties assigned by the Executive Board of Directors

#### **Equipment Manager -**

- Responsible for inventorying, selecting, ordering, purchasing and distribution all new uniforms, safety or other equipment needed by the league
- Serve as the contact person regarding the disbursement and collection of non-consumable equipment
- Manage distribution and collection of all equipment for the League
- Manage and operate within the Equipment Budget as authorized by the Board

#### **Facilities & Maintenance Manager -**

- Manage volunteers or services to both maintain and improve our fields
- Work with Government or School District officials to explore improvements in fields, facilities and partnerships with League
- Train Managers on field prep and ensure clean up nights scheduled at fields
- Manage schedule to mow, edge, remove trash and clean up Ingram Little League fields each week
- Maintain yard equipment and schedule regular service maintenance of same
- Manage and operate within the Fields Budget as authorized by the Board