



## **BOARD MEMBER JOB DESCRIPTIONS**

### **EXECUTIVE BOARD MEMBERS**

#### **President**

Oversees and directs all aspects of annual operation of 4SRLL, including but not limited to - interaction with Little League International, District 31 and other little league boards and divisions. Leads 4SRLL board meetings.

#### **Vice President**

Assists President in operation of 4SRLL. Active point of contact for any grievances related to 4SRLL. Works with board on potential ops changes and enforcements.

#### **Treasurer**

Oversees and manages 4SRLL budget, processes invoices to 4SRLL vendors, maintains accurate documentation of 4SRLL profit and loss.

#### **Secretary**

Maintains accurate documentation of 4SRLL board minutes for all aspects related to board proposals, votes, motions and schedules.

#### **Manager Coordinator & Fall Ball Coordinator**

Manager coordinator is responsible for the identification, recruitment of managers throughout all divisions of 4SRLL. Position also identifies and proposes any supplemental training opportunities for managers  
Fall ball coordinator role is responsible for all aspects related to 4SRLL fall season - taking efforts to provide adequate and equal team construction (no draft), recruit and place coaches, coordinate umpire schedule with Umpire In Chief and interact as needed to secure field space with County and other District 31 little league fall ball divisions.

#### **Upper Division Player Agent**

Responsible for activities related to divisions AAA and above. Activities include, but not limited to coach and manager recruitment, grievance and complaint resolution, player assessment and draft, supporting division directors, All Star coach and team selections, communicating issues to President and Vice President.

#### **Lower Division Player Agent**

Responsible for activities related to divisions AA and below. Activities include, but not limited to coach and manager recruitment, grievance and complaint resolution, player assessment and draft, supporting division directors, communicating issues to President and Vice President.

#### **Registration Coordinator**

Leads all aspects related to player registration for spring and fall seasons. Includes League One site maintenance, registration and documentation updates, fee implementation (early, late, sibling discounts, refunds, etc.).

#### **Fields Coordinator**

Coordinates all maintenance and upkeep of fields used by 4SRLL, includes county (turf) parks, Wells, and Liberty. Schedules in season game field prep, schedules fence construction and removal, maintains knock boxes and storage, pitching machines, and performs various field related maintenance as needed.

**Scheduler**

Works with County and other District 31 little leagues to establish, communicate game and practice schedules for all divisions of 4SRLL. Leads in schedule updates/changes required due to weather, etc. Communicates schedule with board, managers and umpires.

**Equipment Manager**

Responsible for providing and maintaining quality equipment for all divisions of 4SRLL. Execute distribution and retrieval of equipment for all managers, provide replacement as needed.

**Umpire In Chief**

Responsible for recruitment, training and development of youth umpire program supporting 4SRLL. Provide pre-season training to prospective umpires and managers and coaches. Maintain and enforce understanding of all division ops. Work with division directors and coaches to assure coverage of adult game coordinators. Communicate with board on instances of player, coach, parent behavior which deviates from established code of conduct/ops.

**Information Officer/Webmaster**

Maintains 4SRLL website (4srll.com) as well as communicating and executing all email, social marketing communication to community related to 4SRLL activities, including but not limited to registration and documentation, opening day, all stars and fall ball.

**Safety Officer**

Coordinates preseason safety training for 4SRLL managers and teams. Assures proper protocol is communicated in event of player injury. Assures all required documentation is distributed to managers related to player safety. Documents player injuries as needed.

**Volunteer Coordinator**

Leads in the communication, scheduling and support for all 4SRLL-related activities.

**Sponsorships**

Works with local businesses and groups to identify sponsorship opportunities to support 4SRLL. Sponsorship packages/programs may include items such as field banners, website and communication messaging, player uniforms, team parties, player discount promotional items. Communicate sponsor packages and pricing to Board, communicate and arrange billing and execution of agreed to exposure for sponsors.

**Uniforms**

Coordinate all aspects of player and coach uniforms for all divisions of 4SRLL. Communicate with board on uniform style/pricing/sizing options for approval. Work with division directors, managers on timely submission of details for order, coordinate distribution of all uniform related items, reorder as needed. Support all aspects related to All Star and fall ball seasons.

**All Star Coordinator**

Coordinate all aspects related to 4SRLL all-star teams. Included but not limited to determining player eligibility and interest, coordinating player voting, securing player documentation and fees. Coordinate with Uniform Director on team related uniforms and "all-star gear" as needed.

**Opening Day Coordinator**

Lead all aspects related to 4SRLL opening day ceremony. Coordinate with board items such as speaker, vendor participation, entertainment. Schedule and organize opening day schedule and field layout. Work with webmaster, board, managers as needed to communicate event.

**Del Norte High School Liaison**

4SRLL is located in and supported primarily by families and children in the DNHS school district. Liaison position is responsible for developing / expanding relationship between DNHS and 4SRLL. Opportunities may include conducting player camps, coaches' clinics, participating in opening day or other 4SRLL activities.

## ***DIVISION DIRECTORS***

Division Directors are responsible for all aspects of assigned 4SRL division with responsibilities including, but not limited to, familiarity with division operating procedures and rules, recruiting coaches and managers, overseeing (when applicable) player assessments, drafts and pool player requests, assuring all teams abide by operating procedures and established team responsibilities regarding training and game coordinator coverage, involvement in resolution of any grievances or complaints within division, involvement (as needed) related to All Star selection and slug fest. Provide feedback to board on potential opportunities to improve division ops.