

Board of Directors

Job Descriptions

Executive Board

President: The President is elected by, and is accountable to the board of directors. As the chief administrator, the president selects and appoints managers, coaches, umpires and committees. However, all appointments are subject to final approval by the board of directors. The president also represents the league to outside agencies. The president should be the most informed officer of the league, and should personify the best public image in reflection to the community at large. The president must know the regulations under which Floresta Baseball League operates. The 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 league.

Vice President: The vice president selects and purchases all uniforms, and year end trophies, and distributes to all teams. 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.

Registration Officer: Handles the registration process. Works closely with the Website Coordinator to ensure the online registration system is ready for each season. Handles all inquiries, and issues relating to registration. Coordinates the distribution of flyers to the schools and local businesses. Contacts the local media about upcoming registration.

Secretary: The secretary maintains a register of members and directors, records the minutes of meetings and causes them to be recorded in a book kept for that purpose; is responsible for sending out notice of meetings, and maintains a record of league's activities.

Treasurer: The treasurer signs checks co-signed by the president, 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 league finances. The Treasurer is also responsible for filing Floresta Baseball League tax forms in order to maintain our non-profit status

General Board Members

Equipment Manager: Coordinates the purchasing of all league equipment. Distribute and maintain all equipment required to operate the league. This includes team bags, baseballs, uniforms and required safety equipment for catchers and volunteer umpires. Also ensures field locations are stocked with necessary balls, and first aid equipment. Coordinates annual equipment exchange. All major purchases must have approval of the board of directors.

Field Coordinator: Maintain fields to playing conditions. Includes ensuring infields are appropriately cut back, and has enough infield material for safe play. Ensuring all Team Managers are properly trained in how to chalk a field. Order field supplies as needed, with board approval. Coordinate field work parties with league members. Serve as contact person with field owners's maintenance personnel.

Fundraising Coordinator- Coordinates our main fundraising event, Opening Day Raffle event. Recommends to the board the type of fund raiser (i.e., candy sales, raffles, community events, donations). Coordinates said fundraisers. Coordinates with the various fundraising companies, manages all orders and distribution. Collect all monies raised and reports to the Treasurer.

General Managers (one for each division T-ball, A, AA, AAA, Majors): The General Manager works with the Board setting up their division: teams, practices, and games. GMs Oversee day-to-day operations of their respective division: concerns of parents, players, managers, coaches; field conditions (including ensuring umpires and balls for games); rule enforcement (time limits, mercy rules, pitch counts, etc.). GMs help recruit managers for their division, updating managers on the rules, and regulations. The GM must not manage, coach or umpire in the division over which he/she has authority, unless approved by The Board.

Social Media and Website Coordinator: Responsible for keeping the website current, adding events, game schedules, teams wins-losses. Uses social media to collect, post and distribute important information on League activities. Works closely with the Registration Officer to ensure the online registration system is ready for each season. With board approval, pays all internet fees and submits costs to the treasurer.

Snack Bar Coordinator – Oversees daily operations of the snack bar. Responsible for opening and closing the snackbar. Responsible for the cash box and delivery of cash to the treasurer. Works with the General Managers, Team Managers and Team Parents to set up working schedules. Monitor inventory levels and purchase supplies and inventory when needed.

Team Parent Coordinator – Recruit "Team Parents" for each regular season team. Disseminate information from the Board to the Team Parents; keeping them updated on all league events as well as Opening and Closing Day schedules. Works with fundraising coordinator in distributing tickets to and collecting monies from teams for the annual league raffle.

Umpire Coordinator - Recruits and trains umpires, schedules umpires in all divisions of competitive league play. Must be available to debrief after games if asked by those volunteer umpires that want that support. Responsible for paying umpires with Board approval.

Grounds Crew: Works with the Equipment & Fields Manager to help maintain the fields, and repair, replace broken equipment. If you enjoy keeping our fields looking beautiful, this is the job for you.