



## **BOARD POSITION DESCRIPTIONS**

**Board Members will be expected to attend at least 75% monthly meetings each.**

**Board Members will be encouraged to do everything possible by computer, email, etc. Microsoft word is the most popular vehicle for this purpose, as it can be emailed and opened by just about anyone. It will also make it easy to transfer all work by one member to successors, other board members, etc. Board Members will be provide an league email address and password where all documents for their position will be saved to the drive in order for all paperwork to be easily obtained by the executive board and/or by the board members successor.**

### **President:**

- Oversee the affairs of all elements of the League.
- As chief administrator, selects and appoints all managers, coaches, umpires, and committees (subject to the approval of the Board).
- Represents the League in the Noblesville Youth Sports Alliance Committee (NYSA) and all community events.
- Authorizes the annual license agreement with the Noblesville Schools and binds all members of the League to faithfully observe the regulations.
- Oversees and coordinates all scheduling with other board members, including but not limited to yearly calendar, opening day, game schedule, umpire schedule and scheduling of fields for all non-NGSA uses.
- The following board positions report directly to the President: Scheduler, UIC, Fields Director

### **Vice President:**

- Presides in the absence of the President.
- Takes an active role in gaining support and winning friends for the league program.
- Coordinates efforts of the league commissioners.
- Carries out such duties and assignments as may be delegated by the President.
- Oversee and coordinates all Team Parent Meetings & Coaches Meetings.
- Oversee and coordinates with the Public Relations all League publicity campaigns, including but not limited to announcements, registration, clinics, etc.
- Oversee all long-term development and planning.
- Oversees all updates/changes to the League Rules.



- Oversees and Coordinates all League Commissioners activities including but not limited to: making sure that equipment bags are distributed to and returned by all coaches in a timely manner; making sure all coaches, team parents, etc. are aware of all meetings, rules, conduct expected at all practices and games
- The following board positions report directly to the Vice President: All League Commissioners, Fall Ball Commissioner, All-Star Commissioner & Equipment Manager

**Secretary:**

- Maintains a register of members and directors.
- Records the minutes of meetings.
- Responsible for sending out notice of meetings (coordinates with President)
- Maintains a record of league's activities.
- The following board positions report directly to the Secretary: Public Relations

**Treasurer:**

- Signs checks as directed by league constitution.
- Dispenses League funds as approved by the Board.
- Reports on status of League funds at least monthly at board meetings.
- Keeps league books and financial records.
- Assumes responsibility for all League finances.
- Pays all League bills (coordinator with President or Vice President as needed)
- Prepares budgets (coordinates with each budget discipline regarding use of budgets)
- Oversees the Travel Commissioner and the Travel program funds.
- The following board positions report directly to the Treasurer: Travel Commissioner, Sponsorships, Fundraising

**Comptroller:**

- Reviews, obtains board approval and signs all contracts that NGSA enters in with other agencies/school/groups/etc.
- Ensures that all contracts are followed by NGSA as well as the other entities entered into and addresses any issues/concerns as needed during the term of the contract.
- Completes all background checks for fall & spring coaches/board members.
- Communicates with Noblesville Schools to ensure that all backgrounds checks are reported per our licensure with Noblesville Schools.
- Oversees the Concession contract and addresses any concerns related to the operations with the contracted company.
- Updates, obtains board approval and sends out annually the concession contract for signatures from the contracted company.

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- The following board positions report directly to the Comptroller: Concession, Pictures/Awards Coordinator & Uniform Coordinator

**Commissioners:**

- 1 commissioner per each age group 6u, 8u, 10u, 12u, 14u & High School.
- Responsible for building teams for the Spring season.
- Responsible for checking with coaches to ensure that they are communicating with their teams within their age group and assisting with any questions/problems that may arise before, during or after the season ends
- Ensure that all League communication is received by their coaches within their league in a timely manner.
- Assists the Equipment Manager in ensuring that all equipment bags are handed out and returned at end of season
- Responsible for notification to specific age group coaches of game cancellations/delays/changes to schedule.

**Fall Ball Commissioner:**

- Responsible for building teams for the Fall season.
- Coordinates with the Sponsorship/Fundraising Coordinator to secure sponsor for fall ball uniforms.
- Coordinates with the Public Relations to post information about registrations deadlines, coaches meetings.
- Coordinates with the Scheduler to create Fall Ball Rec Schedule.
- Coordinates with the Travel Commissioner for reaching to travel teams for the Fall Travel League.
- Coordinates with the Travel Commissioner to create the Travel Ball Schedule.
- Responsible for checking with coaches to ensure that they are communicating with their teams within their age group and assisting with any questions/problems that may arise before, during or after the season ends
- Ensure that all League communication is received by their coaches within their league in a timely manner.
- Assists the Equipment Manager in ensuring that all equipment bags are handed out and returned at end of season.
- Responsible for notification to all coaches of game cancellations/delays/changes to schedule.

**All-Star Commissioner:**

- Responsible for scheduling and running All-Star tryouts each spring.
- Responsible for selecting All-Star coaches for each team.

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- Coordinates with the Public Relations to post information about All-Star tryouts deadlines, costs, tournaments, etc.
- Responsible for posting Summer Grind information.
- Responsible for updating the Summer Grind Rules, registration and roster forms and distributing.
- Responsible for creating the Brackets for the Summer Grind tournament hosted by NGSA.
- Acts as Tournament Director for the Summer Grind All-Star Tournament.
- Coordinates with appropriate board members to ensure that umpires, field crews, concessions, t-shirt vendor, etc. are scheduled for the Summer Grind tournament.
- Coordinates with the Treasurer to ensure that the 4<sup>th</sup> of July parade fee is paid for the All-Star teams to participate.
- Coordinates with the All-Star coaches to ensure they have the 4<sup>th</sup> of July parade info, tournament information for the All-Star season.
- Coordinates with the Treasurer to ensure that all fees are paid by players before receiving uniforms.
- Coordinates with the Uniform/Trophy Coordinator that All-Star uniforms are selected and ordered in a timely manner as well as that all trophies are ordered for the Summer Grind Tournament.
- Coordinates with the Public Relations to post information about registrations deadlines, coaches meetings.
- Responsible for checking with coaches to ensure that they are communicating with their teams within their age group and assisting with any questions/problems that may arise before, during or after the season ends
- Ensure that all League communication is received by their coaches within their league in a timely manner.
- Assists the Equipment Manager in ensuring that all equipment bags are handed out and returned at end of season.
- Responsible for notification to all coaches of game cancellations/delays/changes to schedule.

**Public Relations Coordinator (Previously Website/Public Relations):**

- Manages the Leagues official home page at noblesvillesoftball.com
- Manages the Leagues official Facebook & Twitter pages.
- Manages the online registration process for Fall/Spring/Travel registration
- Assigns administrative rights to Board Members in conjunction with the President and Vice President.
- Ensures that leagues rosters are maintained.
- Collects, posts and distributes important information on League activities to the League, Facebook, Twitter, public, league members and website.

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**Field Director:**

- Responsible for the coordination of maintenance and upkeep of NGSA Softball Facility.
- Coordinates with the President to schedule fall cleanup, spring cleanup and any other workdays that may be necessary.
- Responsible for organizing and overseeing all work parties.
- Coordinates all critical safety issues identified in a timely manner.
- Coordinates all maintenance issues identified by any member of the board in a timely manner.
- Coordinate trash removal support.
- Create, update and maintain a complete inventory of all field equipment.
- Responsible for the upkeep and maintenance of all field equipment.

**Equipment Manager:**

- Responsible for the upkeep and maintenance of all player equipment.
- Coordinates with the Vice President & Treasurer to create a schedule for replacing equipment on a yearly basis.
- Coordinates with the Vice President and League Commissioners to distribute and return all equipment bags at the beginning and end of each season.
- Inventories and stores all equipment in the winter.

**Uniform Coordinator:**

- Responsible for ordering and distributing all uniforms for players and coaches, including the regular season, all-stars and fall season teams.
- Coordinates with the Sponsorship/Fundraising Coordinator to ensure correct team colors and sponsorship logos are used.

**Picture/Awards Coordinator:**

- Responsible for identifying a photographer for the spring season.
- Responsible for selecting the picture date and scheduling an indoor space with the Noblesville Schools for the date of the pictures.
- Responsible for providing the information needed to the Public Relations Coordinator to be posted on social media and emailed out to the league in a timely manner.
- Responsible for assigning picture times for all teams and notifying teams of their assigned times.
- Works with the Sponsorship/Fundraising Coordinator to get plaques printed for each sponsor during spring and/or fall season.
- Ensures that all plaques are distributed to the Sponsorship/Fundraising Coordinator



**Sponsorship/Fundraising Coordinator:**

- Responsible for Coordinating all sponsorship activities, including but not limited to in-season team uniforms, fence/dugout signs, all-star teams, etc.
- Coordinates with the Treasurer to make sure that all sponsorships are paid.
- Coordinates with the Uniform Coordinator to ensure correct team colors and sponsorship logos are used.
- Ensures that all sponsorship signs are created, hung, etc. in the park
- Coordinates with the Picture/Award Coordinator to ensure that all sponsorship plaques are created and distributed at the end of each season.
- Assists the League in coordinating, planning all Opening Day events.
- Responsible for coordinating, planning and directing all fund-raising activities.
- Coordinates with the Treasurer to make sure that all funds are secured.
- Coordinates with other board members, commissioner, etc. on all fundraising activities.