



OTBA

Description of Board Member Duties



The essential duties for the President, Vice President, Treasurer and Secretary are defined in Article 7 of the OTBA Code of Regulations. The Code of Regulations can be found [here](#). Below are brief descriptions of the estimated time commitment for each role and the associated activities.

President

The time commitment is approximately 200 hours per year and consists of the following activities.

- Organize and facilitate quarterly OTBA board and coaches meetings.
- Attend monthly Olmsted Community Baseball Softball Commission (OCBSC) meetings.
- Plan, organize and communicate annual tryouts for CVBA and Puritas Teams.
- Monthly e-mail communication and issue resolution.

Vice President

The time commitment is approximately 40 hours per year and consists of the following activities.

- Plan, organize and communicate background checks for coaches.
- Attend monthly Olmsted Community Baseball Softball Commission (OCBSC) meetings.
- Assist the President with assigned duties
- Monthly e-mail communication and issue resolution.



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Treasurer

The time commitment is approximately 41 hours per year and consists of the following activities.

- Renew and maintain G/L, D&O and equipment insurance.
- Balance check book
- Prepare tax information for federal and state filing
- Finalize field prepper paperwork to ensure payment for services.
- Submit timesheets for field prep to school district for payment.
- Register teams and pay fees for respective leagues (OTBA, Puritas and LCHS)
- Distribute umpire checks to coaches for season

Secretary

The time commitment is approximately 20 hours per year and consists of the following activities.

- Maintain and communicate meeting minutes for both board and coaches meetings.
- Reserve meeting facility for quarterly meetings.
- Organizational communications.



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Resource Manager

This is a new position within OTBA for 2015. The Equipment Manager and Uniform Manager positions have been combined into this role. The time commitment is approximately 40 hours per year and consists of the following activities.

- Maintain and distribute team baseball equipment
- Order and distribute scorebooks and baseballs
- Distribute and collect uniforms for participating LCHS teams.
- Order field equipment (pitcher's mounds, bases, anchors, caps, field liner machine, shovels rakes, etc)
- Order field product (drying agent and chalk)

Scheduler

The time commitment is approximately 300 hours per year and consists of the following activities.

- Attend monthly OCBSC commission meetings.
- Maintain and communicate game and practice field scheduling for all OTBA, Olmsted Girls Fastpitch and OCSL teams.



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LCHS Personnel Director

This position is OTBA's primary contact for teams that participate in the Lorain County Hot Stove league (LCHS). The time commitment is approximately 40 hours per year and consists of the following activities.

- Attend monthly LCHS personnel director meetings at different locations in Medina and Lorain County.
- Assemble team rosters from player registrations and register teams with LCHS
- Communicate issues and updates to OTBA board and LCHS coaches