

Proposed Board Positions

1. President
2. Secretary and Communications
3. Treasurer
4. Player Agent
5. Safety Officer
6. Director of Scheduling and Volunteers
7. Minor Leagues Director
8. Purchasing Director
9. Umpire Director
10. Sponsorship and Fundraising
11. Webmaster
12. Fields and Grounds Manager
13. Building and Grounds Manager
14. Tournament and Fall Ball Director
15. Concessions Manager

SECTION 1: President

1. Conduct the affairs of the league and execute the policies established by the Board of Directors.
2. Apply for the yearly Charter with Little League International and ensure Insurance Enrollment is completed annually.
3. Present a report on the condition of the league at the Annual Meeting.
4. Communicate to the Board of Directors regarding such matters as deemed appropriate, and make such suggestions that may promote the welfare of the league.
5. Be responsible for the conduct of the league in strict conformity to the policies, principles, and Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of the charter issued to the league by that organization.
6. Designate other officers, if necessary, to have the power to make and execute for/and in the name of the league, such contracts and leases they may receive and which have had prior approval of the Board.
7. Investigate complaints, irregularities, and conditions detrimental to the league in cooperation with the Executive Board and/or Disciplinary Committee and report thereon to the Board of Directors or Executive Committee as circumstances warrant.
8. With the assistance of the Treasurer, prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.

9. With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate, and certify residence and age eligibility before the player may be accepted for tryouts and selection.
10. Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the Safety Officer, or other designated Board member.
11. Ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training as outlined in the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board members.
12. Ensure the league complies with the requirements of the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board Members.
13. The President may manage a team at any level of the Organization, but as with any member of the Board, will be held to an even higher standard in ensuring fair and equitable play for all teams in the division he/she is a manager of. He/she will answer the Board of Directors about any accusations of misconduct or abuse of power.

SECTION 2: Secretary and Communications

1. Be responsible for recording the activities of the league and maintaining appropriate files, mailing lists, email lists, and any other necessary records.
2. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
3. Maintain a list of all Regular, Sustaining, and Honorary Members, Directors, and Committee Members for each season and file this information accordingly, either electronically or in paper copies.
4. Give notice of all meetings to the appropriate audience for said meeting.
5. Maintain a current list of all Regular Members in good standing and ensure persona non grata is identified and properly documented.
6. Keep the minutes of the meetings of the Members, the Board of Directors, and the Executive Committee, and cause them to be recorded in a book kept for that purpose or filed electronically as appropriate. In the event the secretary cannot attend a meeting, they are responsible for ensuring a delegate is present who can adequately fulfill this obligation.
7. Present meeting minutes from any meeting upon request to any member of the Board of Directors or any Regular Member in good standing with cause to review said minutes.
8. Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.
9. Notify Members, Directors, Officers, and Committee Members of their election or appointment to positions on the Board or in a committee. Provide each of these

individuals with a copy of this Constitution and ensure understanding of the responsibilities said individuals are undertaking.

- a. Members of the Board of Directors shall confirm receipt and understanding of the Constitution by completing Attachment 1. The Secretary will retain signed copies for the record.
10. Positively portray Taunton West Little League to the Public and the community.
11. Enroll and register TWLL for community events within the City of Taunton.
 - a. i.e, Scarecrow, Christmas Parade, etc.
12. Maintain the Taunton West Little League Social Media Platforms.
13. Triage any messages from the community via Social Media Platforms to the proper member of the Board of Directors to address.

SECTION 3: Treasurer

1. Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
2. Receive all monies and securities and deposit the same in a depository approved by the Board of Directors.
3. Keep records for the receipt and disbursement of all monies and securities of TWLL, including the Auxiliary, approve all payments from allotted funds, and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
4. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
5. Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League Headquarters.
6. Ensure all Tax-related documentation is secured as appropriate, and the league's taxes are properly filed with the IRS annually.
7. Ensure the upkeep and all things related to such to maintain the league's status as a Charity per Section 501(c)(3) of the Federal Internal Revenue Code.

SECTION 4: Player Agent(s)

NOTE: The Player Agent is one of the most crucial members of the Board of Directors. They are tasked with overseeing ALL aspects of the management of playing members of the League. Separate Player Agents are permitted for separate divisions and levels of play if warranted.

1. Record all player transactions and maintain an accurate and up-to-date record thereof.
2. Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility.
3. Conduct tryouts, player draft(s), and all other player transactions, including Releases and Trades.

4. Oversee the Major and Minor (AAA) League Drafts to ensure draft rules are followed. The Player Agent is the sole controller of these Drafts and reserves the right to stop the Drafts at any time if so warranted.
5. Prepare the Player Agent's list. (The list consisting of each team in the League's Roster to be submitted to Little League International.) This list can also be generated online.
6. Prepare for the President's signature and submission to Little League Baseball, Incorporated, team rosters, including players claimed, and the tournament team eligibility affidavit.
7. Notify Little League Baseball, Incorporated of any subsequent player replacements or trades.
8. Be the voice of the player members and ALWAYS act in the best interests of the players. Ensure no Manager is mishandling his roster and that all players are being treated fairly.
9. Lead the committee designated with the task of End of the Season Awards.

SECTION 5: Safety Officer

1. Be responsible for creating awareness, through education and information, of the opportunities to provide a safer environment for Players and all participants of Little League Baseball.
2. Develop and implement a plan (interchangeably referred to as the "League Safety Plan" or "League Safety Manual") for increasing the safety of activities, equipment, and facilities utilizing the following:
 - a. **Education** – Facilitate meetings and distribute information among participants, including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
 - b. **Compliance** – Promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
 - c. **Reporting** – Define a process to ensure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.
 - d. **Background Checks** - If the League President so designates, the Safety Officer will complete the required background checks per Little League Regulation I(b) and I(c)(8) & (9).
 - e. **Training** – If the League President so designates, the Safety Officer shall ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training per Little League Regulation I(c)10 and as outlined in the Little League Child Protection Program.
 - f. **Child Protection Program** – If the League President so designates, the Safety Officer will ensure the league is compliant with all aspects of the Little League Child Protection Program.
3. Prepare the ASAP (A Safety Awareness Program) each year for the league and submit said plan to Little League International. Oversee and ensure compliance with this plan for the duration of the year within the league.

4. Hold safety clinics to ensure coaches and staff are appropriately versed in first aid, use of equipment (i.e., pitching machines), and player safety (i.e., pitching limits).
5. Facilitate or secure an outside individual to hold at least 1 (one) First Aid/CPR course open to Managers, Coaches, and volunteers per season.

SECTION 6: Director of Scheduling and Volunteers

1. Create and manage a complete practice schedule for the entire TWLL. This schedule will include all TWLL divisions in addition to any AAU/Club teams or Softball programs requesting use of TWLL fields.
2. Ensure fair and equitable usage of fields and batting cage areas across divisions.
3. Develop and deliver the tentative Majors Season Schedule no later than March 1st.
4. Guide and mentor all coaches at TWLL.
 - a. Provide coaches at all levels of the league with the necessary tools for success. (Request resources from Little League International through the Purchasing Director as needed. i.e., coaching books, online resources, etc.)
5. Work with the Minor League (AAA, AA/Tee Ball) Directors to develop and maintain schedules for each division.
6. Actively recruit volunteers for all league needs, including coaches, concession stand workers, event helpers, scorekeepers, and field crews.
7. Create and maintain volunteer schedules for games, events, and activities (i.e., concessions, field duty, trash)
8. Coordinate with other board members to identify volunteer needs for special events, tournaments, and fundraisers.
9. Communicate assignments and expectations clearly to all volunteers.
10. Organize ways to thank and recognize volunteers for their contributions (e.g., volunteer appreciation events, certificates, social media spotlights).

SECTION 7: Minor League Director(s)

NOTE: The role of Minor League Director may be split into AAA (minor) League Director and AA(Instructional)/AA Director or combined into one role to meet the current needs of the league.

1. Develop, oversee, and manage all aspects of AAA, AA, and Tee Ball divisions at TWLL.
2. Organize and run camps focusing on the fundamentals of baseball for these age groups.
3. Ensure proper equipment for each team at all three levels.
 - a. Distribute fully stocked equipment bags to Managers at all 3 levels at the beginning of each season and collect and inventory bags at the end of the season.
4. Assign managers and create fair and impartial teams at the Tee Ball and AA levels.
5. Hold AAA Evaluations and oversee the Draft for AAA in collaboration with the Player Agent.

- a. The AAA Director is responsible for ensuring players are evaluated fairly by AAA Managers. The AAA Director and Player Agent will work together to populate the draft list and ensure the equitable distribution of players by managers during the draft.
 - b. The AAA Director is responsible for ensuring the Draft proceeds according to the Draft Rules as outlined in the bylaws.
6. If a Director of AAA/AA/Tee Ball is also a manager of a team, they will be held to a higher standard and given extra scrutiny by the Board of Directors, regarding the execution of their job description listed in Article 7, section 8.

SECTION 8: Purchasing Director

1. Procure items and equipment to meet the needs of the league and the players therein.
 - a. This includes but is not limited to:
 - i. Uniforms
 - ii. Playing Equipment (i.e., level-appropriate baseballs, T's)
 - iii. Shared Player Equipment (i.e., Helmets, Bats)
 - iv. Field Equipment
 - v. Umpire Gear
 - vi. Supplies and Incidentals
2. The purchasing director will make a conscientious effort to seek out the best prices for every purchase without compromising quality in the best interests of the league. They will, under no circumstances, unfairly give priority business or funds to individuals in return for services or favors.

SECTION 9: Director of Umpires

1. Organize and host a training session for Junior Umpires.
2. Work with the contracted umpire association to maintain game and tournament schedules.
3. Schedule Junior Umpires for all minor league games.
4. Actively attend Junior umpire games and be available to address concerns and issues at the field.

SECTION 10: Director of Sponsorships and Fundraising

1. Seek, advocate for, and secure as many sponsorships as possible; a. Sponsorships shall be financial or for materials or work that are beneficial to TWLL.
2. Maintain a roster of sponsors and potential sponsors.
3. Ensure that Sponsors receive proper advertising and a sufficient show of appreciation from the league for their generosity.
4. Design, print, and display Banners of sponsors on fields during the season. Ensure the banners are maintained in proper storage during the off-season. SECTION 12: Director of Fundraising
5. Oversee all fundraising operations of TWLL.
6. Act as the Coordinator for Fundraising Events. (i.e., Golf Tournament, etc.)

7. Organize Annual Calendar Fundraiser.
8. **NOTE:** The Calendar Fundraiser is the largest league-wide fundraiser of the season and collects vital funds to support the operation of the league.
9. Generates and distributes flyers (paper or electronically) with important dates for managers to hand out to players and families related to fundraising requirements of the league.
10. Attends meetings with all managers of all teams (minors and majors) to explain upcoming fundraising events.
11. Collects money from all fundraising events and ensures funds are handed over to the Treasurer for deposit in league accounts.

SECTION 11: Webmaster

1. Maintain Information on TWLL.net.
2. Create registration pages for each new season and league.
3. Generate broadcast emails to the TWLL community.
4. Sort and provide player registration statistics.

SECTION 12: Director of Slugfest and Fall Ball/Summer Ball

NOTE: There can be two Directors for the Fall/Summer Leagues, or the roles can be combined as the seasons do not overlap.

1. Oversee all operations of Fall Ball League and Summer League.
NOTE: Fall Ball and Summer Ball may be coordinated with neighboring towns and organizations to build relationships across leagues.
2. Operations shall include:
 - a. Scheduling
 - b. Enrollment and Registration
 - c. Rules and Regulations
3. Oversee all operations of all Tournaments held at the TWLL Complex, including but not limited to:
 - a. Advertising
 - b. Registration of Teams
 - c. Marketing and Sponsorship
 - d. Creating Rules and Regulations ensuring adherence to the Rules by Teams and Managers.
 - e. Collecting scores and updating brackets.
 - f. Recruiting Volunteers

- g. Payments for Umpires. Working in coordination with the treasurer to manage and track incoming funds & tournament-related expenses.

SECTION 13: Fields & Grounds Manager

1. Work closely with the Building and Grounds manager to maintain equipment and the facility.
2. Ensure fields are always safe and playable during the seasons of play.
3. Cut the grass on all fields at 2.5" for proper play.
4. Keep all the lip buildups to a minimum for safe play.
5. Rebuild the mounds properly.
6. Make sure the league has sufficient field maintenance material on hand, including Game Save, All Sport, Stone Dust, Loam, marking lime, marking paint, etc.
7. Repair any damaged machines that can be repaired and keep track of all said repairs.

SECTION 14: Building and Grounds Manager

1. Work closely with the Fields and Grounds manager to maintain equipment and the facility.
2. Maintain building maintenance year-round.
3. Open / close building(s) as needed.
4. Maintenance of all buildings in the complex area.
5. Maintain the cleanliness of the boys & girls' bathrooms.
6. Fix and repair anything broken or otherwise not working.
7. Make sure all doors/gates have proper locks.
8. Point of contact for the building security system and all security-related concerns.

SECTION 15: Concessions Manager

1. Keep the concession stand stocked with food & beverages.
2. Maintain the cleanliness of the concession stand & keep it ServSafe certified.
3. Be responsible for collecting cash each day.
4. Be the primary point of contact for individuals involved with the operation of the concession stand.
5. Work directly with the treasurer to keep accurate records of revenue coming in and out of the concession stand.
6. Create and work directly with managers to oversee a master volunteer schedule for the concession stand so that each team will be represented fairly and do their due diligence.