

POSITIONS IN THE KENSICO LITTLE LEAGUE BOARD OF DIRECTORS

President: The President shall:

1. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
2. Present a report of the condition of the Local League at the Annual Meeting.
3. Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
4. Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
5. Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
6. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
7. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
8. With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

Vice President: The Vice President shall:

1. Perform the duties of the President in the absence or disability of the President, provided the President authorizes him or her or Board so to act. When so acting, the Vice President shall have all the powers of that office.
2. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

Secretary: The Secretary shall:

1. Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and 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, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
4. Issue membership cards to Regular Members, if approved by the Board of Directors.
5. 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.
6. 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.
7. Notify Members, Directors, Officers and committee members of their election or appointment.

Treasurer: The Treasurer shall:

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 moneys and securities, and deposit it in a depository approved by the Board of Directors.
3. Keep records for the receipt and disbursement of all Moines and securities of the Local League, 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.

Player Agent: The Player Agent shall:

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 and age eligibility.
3. Prepare the Player Agent's list.
4. Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
5. Notify Little League Headquarters of any subsequent player replacements or trades.

Safety Officer: The Safety Officer shall:

1. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
2. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
3. NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer
4. Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
5. Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
6. Reporting - Define a process to assure 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.

Concession Manager. The Concession Manager shall:

1. Organize the purchase of concession products
2. Maintain the operation of concession facilities
3. Be responsible for the management of the concession sales at League events
4. Schedule volunteers to work the concession booth during League events
5. Collect and review concession related offers including coupons, discounts and bulk-purchasing opportunities
6. Organize, tally and keep records of concession sales and purchases

Sponsorship Manager - The Sponsorship Manager shall:

1. Solicit and secure local sponsorships to support league operations
2. Collect and review sponsorship opportunities
3. Maintain records of monies secured through sponsorship initiatives

Fundraising Manager - The Fundraising Manager shall:

1. Organize and implement approved league fundraising activities
2. Be responsible for gaining participation in fundraising activities
3. Collect and review fundraising opportunities
4. Maintain records of monies secured through fundraising initiatives

Chief of Umpires: The Chief of Umpires shall be in charge of and responsible for the assignment of umpires to officiate at all applicable games. Shall secure an "Umpiring Service" to assure that the applicable games will have the appropriate coverage. The securing of this "Umpiring Service" will be completed only after it is approved by a majority vote by the Board of Directors.

Chief of Field Maintenance: The Chief of Field Maintenance will be responsible for the upkeep of the applicable fields used by the Kensico Little League. The person in this position will accomplish this by means of a committee formed of both Board members and/or members as defined in the Constitution. When deemed necessary, and with approval by a majority vote by the Board of Directors, solicit services of an outside vendor to assure that the playing field(s) are maintained in a safe and operational state of readiness. Duties will also include the submission of a budget to the Board of Directors for the above-mentioned operation.

Chief of Equipment Maintenance: The Chief of Equipment Maintenance will be responsible for ALL equipment used in the Kensico Little League. This includes but is not limited to uniforms, and the varying equipment used by the different divisions. The person in this position will be responsible for ordering the uniforms necessary for team play during the season of term. This position is also responsible for keeping an inventory of all existing equipment, all equipment that needs to be fixed or replaced. This should be performed with assistance from the Safety Officer. This position will also be responsible for submitting an equipment budget to the Board of Directors before December 15th of the year proceeding the playing season. All equipment purchases can be made only after they have been approved by a majority vote of the Board of Directors.

League Information Officer: The League Information Officer sets up and manages the League's official website; assigns online administrative rights to other local volunteers; encourages creation of team web sites to managers, coaches and parents; ensures that league news and scores, are updated on a regular basis; collects, posts, and distributes important league information on league activities to Little League Baseball, the District, the Public, league members and the media.