

Western Little League (WLL or “Local League”)

Board of Directors Position Descriptions

President

- Conduct the affairs of the Local League and execute the policies established by the Board of Directors with sound leadership, coached in knowledge, experience and common sense.
- Present a report of the condition of the Local League at the annual meeting.
- 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.
- Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League International, as agreed to under the conditions of charter issued to the Local League by that organization.
- 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.
- Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- With assistance of the Treasurer, prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- 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.

President-Elect

- Assist and advise the President.
- Perform the duties of the President, and when so acting, shall have all the powers of that office, in case of the absence or disability of the President.
- Perform other duties as requested by the President or Board of Directors
- Succeed to the presidency for the proceeding term.

Vice President

- Assist and advise the President.
- Perform the duties of the President, and when so acting, shall have all the powers of that office, in case of the absence or disability of the President or President-Elect.
- Perform other duties as requested by the President or Board of Directors.

Secretary

- Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- Submit an income and expenditure report to local city government and Little League International on an annual basis.
- 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.
- Maintain a list of all Regular Members, Directors and committee members via the willbb.com account system, and give notice of all meetings of the Local League, the Board of Directors and Committees.
- Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded electronically and kept for that purpose.
- Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- Notify Members, Directors, Officers and committee members of their election or appointment.

Treasurer

- Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- Receive all monies and securities, and deposit same in a depository approved by the Board of Directors. All cash deposits must be double-counted.
- Keep records for the receipt and disbursement of all monies 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.
- Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the annual meeting.
- Prepare an income and expenditure report on an annual basis.

Treasurer-Elect

- Learn how to perform all the duties of the Treasurer.
- Assist the Treasurer, as needed.

Player Agent

- Record all player transactions and maintain an accurate and record thereof.
- Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- Oversee the player draft and all other player transaction or selection meetings.
- Prepare the Player Agent's "call up" list across all age divisions, and facilitate requests made by coaches in accordance with the players' parents/legal guardians.
- Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- Notify Little League International of any subsequent player replacements or trades.

Age Division Coordinators - Intermediate, Minors, Rookie, Teeball, & Weeball

- Update local rules per division as necessary and ensure rules are followed by managers, coaches, umpires, and any other invested party.
- Identify managers for teams and submit to Coaches Committee for review and approval.
- Advise on proper training and techniques used for player and team development with managers and coaches, and provide educational materials to managers and coaches, when necessary.
- Interface between parents and managers/coaches to resolve issues involving players, when necessary.
- Oversee the assignment of players to teams using the process determined in each division's local rules.
- Advise and conduct outreach to families, schools, and the public at large about Western Little League Baseball.
- Identify, when necessary, and consult with the Board about umpires for the respective division.
- With assistance of the Safety Officer, ensure all volunteers who interact with players on fields or dugouts have undergone criminal background checks as required by Little League International.

All-Star Coordinator

- Remain current on Little League International rules in association with summer/all-star teams and tournament play, and ensure rules are followed by managers, coaches, and any other invested party.
- Manage the process for selecting and purchasing team uniforms, hats, and player shirts.
- Manage all forms, insurance policies, documents, and waivers necessary for summer/all-star teams and meet deadlines for player paperwork for Little League International District teams (assistance from Secretary and/or Player Agent, as needed).
- Prepare a budget, including registration fees, for summer/all-star teams for submission to the Treasurer and approval by the Board of Directors.
- Oversee the selection of players to teams, including the scheduling of tryouts, using a process approved by the Board of Directors.
- Identify managers and, when applicable, assistant coaches for teams and submit to Coaches Committee for review and approval.
- With assistance of the Safety Officer, ensure all volunteers who interact with players on fields or dugouts have undergone criminal background checks as required by Little League International, and respond to any other safety issues, as applicable.
- Manage the sale and distribution of team and Local League merchandise via the online store (assistance from Events/Sales Coordinator, as needed).
- With assistance of the Scheduling Coordinator, manage the scheduling of practices for all summer/all-star teams.
- Act as liaison between summer/all-star team managers and tournament directors, including the scheduling of tournaments.
- With assistance of the Treasurer, ensure that tournament entry fees are paid to appropriate directors.
- Advise on proper training and techniques used by coaches for player and team development and provide educational material when necessary.
- Interface between parents and coaches to resolve issues involving players, when necessary.
- Update website with results and photos of champions and runner up finishes for summer/all-star teams.
- Advise on the outreach to families and businesses for sponsorship of summer/all-star teams (assistance from Marketing Director, as needed).

Equipment Manager

- Manage the maintenance and distribution of team equipment, including but not limited to catcher's gear, pitcher's face mask helmets, batting helmets, and ball buckets.
- Manage the process for selecting and purchasing team jerseys and hats from a vendor.
- Manage an adequate supply of baseballs and distribute them to coaches, coordinators, and umpires as needed.
- Inspect and certify all bats that will be used in league play.
- Respond to inquiries from coaches and parents in regard to equipment, especially bats.

Events/Sales Coordinator

- Manage all team moms/volunteers.
- Manage the scheduling of volunteers for any league event.
- Distribute information to all teams about league events.
- Manage the merchandise sales online store and table throughout the year.
- Manage the production and publication of the league's annual yearbook.
- Manage the team and individual photo sessions with a photographer in accordance with the Board's approval.

Fields Manager

- Manage the maintenance of all playing fields, including landscaping, weed control, and gate locks.
- Manage an adequate supply of chalk, field dry, and any other field conditioner material.
- Manage the maintenance and organization of field equipment and tools.
- Provide information to coaches and other volunteers in proper field maintenance.
- Organize and manage "field clean-up days" throughout the year with league volunteers to assist with field maintenance and fence banners/flags.

Marketing Director

- Solicit and secure local sponsorships to support operations of Local League.
- Manage the branding of the Local League to raise awareness within the community.
- Organize and distribute advertising materials of the Local League.
- Collect and review sponsorship and fundraising opportunities.
- Organize and implement fundraising activities of the Local League, as approved by the Board of Directors.
- Coordinate participation in fundraising activities of the Local League.

Safety Officer

- Coordinate all safety activities, including supervision of ASAP (A Safety Awareness Program)
- Ensure safety in player training and development.
- Ensure safe playing conditions on fields and other practice facilities.
- Coordinate prevention of injuries, as well as the reporting process for when injuries among players occur.
- Solicit suggestions from all Members of the Local League for making conditions safer.
- Report suggestions to Little League International through the ASAP system.

Scheduling Coordinator

- Manage the scheduling of all practices and games for the spring and fall seasons of the Local League.
- Communicate schedule to Division Coordinators and the Board of Directors.
- Communicate game schedules with the umpire company to ensure umpires are present at every game.
- Manage the rescheduling of games and practices in cases of inclement weather using the policy approved by the Board of Directors.
- Communicate game schedules with Scorekeeper Coordinator to ensure scorekeepers are present for all divisions.

Scorekeeper Coordinator

- Recruit and train scorekeepers, including a review of local rules and use of score boxes, for the teeball, rookie, and minors divisions (spring season **only**).
- Manage all personnel matters with scorekeepers.
- With assistance from the Equipment Manager, manage an adequate supply of materials used by scorekeepers throughout the season, including scorebooks and pencils.
- With assistance from the Scheduling Coordinator and Treasurer, manage the scheduling of scorekeepers for the season, including the reassignment of games due to rainouts based on availability.
- Ensure all equipment and materials are properly set up and available prior to the start of games.
- Interface between scorekeepers and other parties to resolve issues, when necessary.

Website Administrator

- Manage the Local League's official homepage on www.wllbb.com.
- Manage the online registration process and ensure that league rosters are maintained on the site.
- Assign administrative rights to league volunteers and teams.
- Ensure that league news and scores are updated on a regular basis.
- Collect, post, and distribute important information on league activities, including but not limited to direct dissemination of fundraising and sponsor activities to Little League International, district, public, league members and media.
- Serve as primary contact person for Little League and www.wllbb.com regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International.
- Display enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient Little League experience to members and the public at-large.