

Board of Directors Positions & Duties

PRESIDENT

- a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- b) Present a report on the condition of the Local League at the annual meeting.
- c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions to promote the welfare of the Local League.
- d) Be responsible for the Local League in strict conformity to the policies, principles, rules and regulations of Little League Baseball, incorporated, as agreed to under conditions of charter issued to the Local League by that organization.
- e) Designate in writing other Officers, if necessary, to have the power to make and execute, in the name of the Local League, such contracts and leases they may receive having had prior approval of the Board of Directors.
- f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board of Directors of the Executive Committee as circumstances warrant.
- g) Prepare and submit an annual budget to the Board of Directors and be responsible for its execution.
- h) With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify as to residence and age eligibility before the player may be accepted for try-outs and selection.
- i) As the chief administrator, the President selects and appoints managers, coaches, umpires, and committees.

VICE PRESIDENT

The Vice president shall:

- a) In case of the absence or disability of the President, and provided he/she is authorized by the President or Board of Directors to so act, the Vice President shall perform the duties of the President and, when so acting, shall have all the powers of that office.
- b) Act as Ex-Officio for designated committees

SECRETARY

The Secretary shall:

- a) 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 and its committees.
- b) Maintain a list of all Regular, Honorary, and Sustaining Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and its committees.
- c) Issue membership cards, if requested by the Board of Directors.
- d) Keep the minutes of the meetings of the Members, Board of Directors and the Executive Committee and cause them to be recorded in a book for that purpose.
- e) 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.
- f) Notify Members, Directors, Officers and Committee members of their election and/or appointment to Local League office or committee.

TREASURER

The Treasurer shall:

- a) Perform such duties as are herein set forth and such duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- b) Receive all moneys and securities, and deposit funds in a depository approved by the Board of Directors.
- c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the auxiliary, approve all payments from the allotted funds and draw checks therefor in agreement with policies established in advance of such actions by the Board of Directors. All disbursements must be made by check and must have dual signatures.
- d) Prepare an annual budget, under the direction of the President, for submission to the membership and Board of Directors at the September meeting of the Board of Directors

PLAYER AGENT

The Division Player Agents shall:

- a) Monitor team records to assure minimum playing time is accrued for each eligible player.

- b) Act as an advocate in the interest of all players in the Local League.
- c) Record all player transactions and maintain an accurate and up-to-date record thereof.
- d) Receive and reviews applications for player candidates and assist the President in checking residence and age eligibility.
- e) Conduct the player and draft and all other player transaction or selection meetings.
- f) Prepare the Player Agent's list.
- g) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
- h) Notify Little League Headquarters of any subsequent replacements or trades.

VP OF DIVISIONS

Vice Presidents shall:

- a) Assist the Player Agents in the player draft and all other player transaction or selection meetings
- b) Develop game schedules in accordance with standing rule procedures.
- c) Be responsible for the conduct of their respective division's program and schedule.
- d) Assist the Umpire-in-Chief in the scheduling of umpires for their division and others as may become necessary.
- e) Maintain the playing and practice fields for their respective division, within the confines of the budget appropriated by the Board of Directors in conjunction with the Vice President, Buildings and Grounds.

COACHING COORDINATOR

The Coaching Coordinator shall:

- a) Serve as the primary contact for Little League and its manager-coach education program for the league.
- b) Represent managers and coaches in the league.
- c) Implement League training programs for managers and coaches, and distribute materials to players, managers, and coaches.
- d) Conduct mini-clinics as necessary

UMPIRE IN CHIEF

The Umpire-in-Chief shall:

- a) Obtain from the community, the services of a properly trained and equipped staff of volunteer umpires.
- b) Be responsible for the scheduling of umpires for games in the Senior, Junior, Major and Minor programs, and ensure that the Farm, Coach-Pitch, and Tee Ball programs are properly officiated

SPONSORSHIP

- A) Solicit sponsorships for each team in the Local League and obtain additional sponsors for advertisements in the Local League Membership Book if applicable
- B) Collect and organize information for the publishing of the Citrus Heights Little League Membership Book and cause said membership book to be printed and distributed to the Local League.
- C) Solicit and Collect donations for Opening, and Closing ceremonies in addition to the Annual District Dinner and any special events held by league.

LEAGUE INFO OFFICER/PR

The LO/PR Chairperson shall:

- a) Manage the League's home page on eteamz.com (www.eteamz.com/chllbaseball)
- b) Work with the Player Agent to manage the online registration process.
- c) Serve as the primary contact person for League Website and/or social media. Be the liaison between the general membership & the Board of Directors.
- d) Participate in Local League Auxiliary and handle all relations and announcements through the news media of all events pertaining to the Local League (e.g., sign-ups, try-outs, opening day, and closing day, etc.).
- e) Notify members of the Local League of the date, time and place of the Annual Meeting of the Local League.

EQUIPMENT & UNIFORMS

- a) Oversee the purchasing and distribution of the equipment of the Local League, issue said equipment to the team managers of the Local League, and collect such equipment at the close of League play.
- b) Be responsible for an inventory system of the equipment of the Local League.
- c) Obtain a minimum of two (2) bids for the purchasing of equipment for the Local League, and upon the approval of the Board of Directors, purchase such equipment.
- d) Obtain a minimum of at least two (2) bids for the purchase of uniforms and, upon approval of the Board of Directors, purchase uniforms for the teams of the Local League and distribute them to all teams.
- e) Be responsible for the inventory and storage of said uniforms.

COMMUNITY OUTREACH/VOLUNTEER

COORDINATOR

Coordinator Shall: Solicit volunteers with special attention paid to high schools, local churches and other community programs with the intent of assisting CHLL with scheduling volunteers for CHLL events as well as snack bar duties. This position works directly with the Public Relations Coordinator and Head of Auxiliary.

BUILDING & GROUNDS

The Vice President, Buildings and Grounds shall:

- a) Make himself/herself knowledgeable of the state of all playing fields prior to the start of the League season and provide a report of such conditions to the Board of Directors.
- b) Prepare estimates for the repairs and/or recommended improvements required for each playing field and provide them to the Board of Directors.
- c) Make himself/herself knowledgeable of the state of the Local League's maintenance and field equipment. Recommend repairs or replacement to the Board of Directors as needed.

CONCESSION STAND MNGRS.

- a) Participate in League Auxiliary and oversee its operations, to include a liaison between the Board of Directors and the League Auxiliary.
- b) Supervise the operation of all concession stands wholly operated by the Local League.
- c) Solicit volunteer help from the community in the operation of concession stands, and fund-raising projects, as approved by the Local League.
- d) Organize, inform and instruct the Team Parents of the Local League

SAFETY OFFICER

The Safety Officer shall:

- a) Be responsible for the implementation of the A.S.A.P. (A Safety Awareness Program) at the Local League level.
- b) Be responsible to make all members aware of all safety procedures found in the Little League Code.
- c) Frequently inspect all playing areas for holes, damage, glass and other foreign objects.
- d) Make certain all fences, screens and dugouts are in safe condition.
- e) Periodically inspect the stands or bleachers at field locations.
- f) Make arrangements in advance of all games and practices for emergency medical services.
- g) Arrange first aid training and CPR for all managers and coaches.
- h) Arrange with the President an annual training meeting for managers and coaches by implementing Little League's "Prevention and Emergency Management Program."
- i) Handle all accident claims promptly and shall maintain all records pertaining to all injuries and to include any claims for liability.

***** Duties for each position are subject to change based on BOD availability and efficiency*****

If you are interested in running for a position listed here: Please email chllcrist@gmail.com ON or BEFORE 05/18/2018 so that we can add your name to the Ballot. Elections will take place on Closing Day 06/02/2018