

General Board Notes:

- **All board members are expected to attend at least 8 monthly meetings. 3 consecutive absences without prior communication constitutes an automatic resignation.**
- **Board members are expected to be committed for 12 months, not just during the Spring season.**
- **Board members are expected to provide the board and President a status report of their activities at board meetings when requested.**
- **Board members are expected to serve as positive role models and leaders for the league.**
- **Board members are expected to assist with signups, try outs, and registration.**
- **Board members should display a positive attitude and willingness to serve the league as a community.**
- **Board members must serve as OFD for three or more dates during the spring season.**
- **Board members will attend league functions and volunteer for special projects.**
- **Board members will carry all keys assigned to them at all times while they are on Washoe Little League property**
- **Board members WILL NOTIFY THE PRESIDENT AT LEAST 48 HOURS PRIOR TO A BOARD MEETING THAT THEY WILL NOT BE IN ATTENDANCE.**

Board of Directors & Standing Committees

President:

Develops Master Calendar for approval by board.

Oversees all the affairs and assumes full responsibility of the league.

Represents the league in the District organization and attends all district meetings.

Authorizes the annual application for charter and binds all members of the league to observe the regulations. Submits the application for charter to Little League International.

Presides over all Board of Directors' meetings.

Prepares and distributes Board of Directors' meeting draft agendas one week in advance of meeting for input and final agenda no later than 2 days prior to meeting.

Receives all communication from Little League Headquarters and the

District.

Promptly responds to all board members via email/telephone or in writing.
Attends all drafts and selection of teams.

Vice President:

Ensure that all managers/coaches attend required meetings and clinics
Presides in the absence of the President.
Schedules OFD

Secretary:

Maintains a register of all members and directors. Communicates with the President to obtain this information. Members should be on a spreadsheet and include all known contact numbers along with email addresses.

Records all minutes of meetings and distributes a draft for board review 48 hours in advance of the next scheduled meeting.

Distributes "Unapproved/Draft Minutes" to President 48 hours after meeting for preliminary review.

Following Board Approval distributes Master Calendar to Information Officer.

Treasurer:

Prepare budget.
Sign checks and dispense league funds as approved by the board.
Participate in all registrations.
Provide monthly budget report to the league.
Maintain league financial records.
Prepare and present annual financial statements at Annual Board

Meeting.

Assume full responsibility for all league finances.

Perform all bank deposits and transactions.

Prepare or coordinate preparation of all tax returns and corporate filings within deadlines.

Reconciles bank statement

Safety Officer:

Coordinates all safety activities in accordance with the ASAP guidelines.

Provides all First Aid Training and Safety Training for the league.

Coordinates reporting, follow up and prevention of injuries.

Refills First Aid Kit.

Communicate with the President and Vice Presidents regarding weather/safety related game/practice cancellations.

Report and follow up with Field Maintenance Director regarding identified field safety issues in a timely manner.

Provide ongoing safety communication at the fields to managers, coaches, players and parents.

Maintain and report injury stats to the board.

Provide yearly update of the Safety Manual along with distribution

Information Officer:

Manage the league's web site and Facebook.

Responsible for all local school flyer communication/distribution for spring and fall registration.

Post pictures, responsibilities and contact information of all current board members at the complex and on the website.

Post all game, concession, and meeting schedules on outside boards at the complex and website

Constantly monitors the web site and bulletin boards for accurate, timely and complete information.

Player Agent:

Oversees all player registration.

Responsible for creating both a Spring and Fall application for players to register

Maintains updated registration information.

Responsible for checking birth records and player eligibility for all players.

Conducts all player tryouts.

Coordinates the scheduling of the drafts with the President.

Conducts the selection of teams via the player draft at all levels of baseball and softball.

Responsible for submitting final roster to Williamsport by due date.

Responsible for creating and distributing an All Star application for all levels of play.

Responsible for conducting the All Star voting and selection process. Ensuring local rules are followed in regards to selection of players and managers.

Responsible for obtaining managers all star selection forms by required date.

Umpire in Chief:

Schedule umpires for all games
Tracking of final umpire assignments and payments for all games
Responsible for rescheduling of umpires
Be knowledgeable of Little League and Local playing rules
Member of the protest committee with the President, Player Agent, and
VP.
Represent and support the umpires as a member of the Board of Directors
Responsible for recruiting and training umpires for lower divisions.
Responsible for protests

Board Positions And Description of Duties: In addition the above positions required by the Constitution to serve as the Executive Board (President, Vice President, Secretary, Treasurer, Past President, Safety Officer, Player Agent, Information Officer, Umpire In Chief), the Board may consist, but is not required to consist, of the following additional officers, who must be elected by the Board and pass the required background safety check in order to serve:

1. **Assistant Player Agent** – Assists the Player Agent with lower division.

2. **Coaching Coordinator Upper Division** - The coaching coordinator shall represent coaches/managers in the League; Present a coach/manager training budget to the board; Implement a league-wide training program; Order and distribute training materials to players, coaches and managers; Coordinate clinics as necessary; and shall serve as the contact person for Little League and its manager-coach education program for the league.

3. **Coaching Coordinator Lower Division** - Works with Upper division Coaching Coordinator.

4. **Equipment Manager** - Responsible for maintaining inventories all equipment/uniforms, orders all new equipment, repairs old equipment, issued team equipment/uniforms and collects all equipment and uniforms.

5. **Field Manager & Assistants** - Spring season responsibilities include field set up and sign handling; and repair all field problems. Fall season responsibilities include the winterizing of the fields. May have several assistants including but not limited to Tee Ball Field Manager, Batting Cage Manager, Shed Managers or other individuals to assist with field matters. Assistants may be Board Members if elected, or simply field committee members if not elected to the Board.

6. **Fund Raising Director & Assistants** - Coordinates and plans all League Fundraising. The Fund Raising Chairman may also have several assistants including a golf tournament director, advertising sign director, and any other assistants needed for fund raising activities. Assistants may be Board Members if elected, or simply fundraising committee members if not elected to the Board.

7. **Upper Division Representative** - Communicates to all managers upcoming events/rules/policies, keeping league standings, tracks pitchers and missing players and ensure league scorebooks are being kept.

8. **Lower Division Representative** - Communicates to all lower division managers all upcoming events/rules/policies and helps solve problems.

9. **Past President** - The past president shall automatically serve as an ex-official (non-voting) board member to assist the President with the transfer of presidential duties. However, in the event that the past president is also elected to the Board of Directors, then this position shall be a voting position (and a member of the Executive Committee as set forth under the League's Constitution).

10. **Scheduler** - Scheduling all division practices/games, checks with schools for field trip conflicts with League schedules. Schedules all additional practice and make up games.

11. **Snack Bar Directors and/or Committee** - There shall be at least one, but possibly two positions in the snack bar to coordinate the operations of the snack bar, procuring the product, coordinating snack bar help, auditing money count, inventorying of product, and working with the local health department to ensure league compliance with local regulations. The Snack Bar Director(s), with approval of the President, may also form a snack bar committee to assist with operations. Such committee members will not be Board positions unless so elected to the Board pursuant to the League's Constitution.

12. **Special Events Coordinator** - Coordinates opening day schedule, singer, pictures, raffle prizes/drawing; color guard. Coordinates events with the local community such as UNR day, Reno Aces Day, or other special events for the League players.

13. **Volunteer Coordinator/Team Parent (Mom)** - Communicates with the parent representative for each team on upcoming events to ensure information gets out to all players/parents. Assists other officers in coordinating volunteers for various events such as Opening Day, Tryouts, snack bar, or other league events. Oversees picture day and submits any photography bids to the board for approval. Oversees trophy orders for all teams. Orders all awards and trophies presented during opening and closing day ceremonies. Maintains complete roster and contact info of Team Moms, coaches, and managers for entire league.

14. **Uniform Manager** - Responsible for ordering and distributing all

uniforms for regular season, all stars, and fall ball. Display actual uniform samples to board members for approval along with pricing information prior to the ordering of uniforms.

Executive Committee - The Executive Committee (otherwise known as E-Board or E-Committee) shall consist of the following nine (9) officers: President, Past President, Vice President, Secretary, Treasurer, Player Agent, Safety Officer, and Umpire in Chief, and Information Officer. The Executive Board shall be charged with conducting the day-to-day operations of the League between Board.