

## **President**

- The President shall conduct the affairs of the League and execute the policies established by the Board of Directors.
- 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 League.
- Be responsible for the conduct of the 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.
- 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 League and report thereon to the Board or Executive Committee as circumstances warrant.
- 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.

## **Vice President of Baseball/Softball**

- The Vice President shall perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President have all the powers of that office.
- Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

## **Secretary**

- The Secretary shall be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- 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, Sustaining and Honorary Members, Directors and committee members 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 in a book kept for that purpose.
- 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.
- Notify Members, Directors, Officers and committee members of their election or appointment.

### **Treasurer**

- The Treasurer shall 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.
- Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- Keep records for the receipt and disbursement of all moneys 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.
- Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- 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 International.

### **Player Agent of Baseball/Softball**

- The Player Agent shall record all player transactions and maintain an accurate and up-to-date record thereof.
- Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- Prepare the Player Agent's list.
- 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.

## **Safety Officer**

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

## **League Information Officer**

- The League Information Officer shall set up and manage the league's official website (site authorized by Little League International)
- Set up online registration and ensure the league rosters are uploaded to Little League
- Assign online administrative rights to other local volunteers.
- Encourage creation of team web sites to managers, coaches, and parents.
- Ensure that league news and scores are updated online on a regular basis.
- Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, Incorporated, the district, the public, league members, and the media.
- Serves as primary contact person for Little League and Active Team Sports regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated.

## **Manager/Coaching Coordinator**

- The coaching coordinator shall represent coaches/managers in league.
- Present a coach/manager training budget to the board.
- Gain the support and funds necessary to implement a league-wide training program
- Order and distribute training materials to players, coaches and managers.
- Coordinate mini-clinics as necessary.
- Serve as the contact person for Little League International and its manager-coach education program for the league.