

## **Belvidere Youth Baseball, Inc.**

### **Board of Directors Job Descriptions**

#### President (Executive Board):

Acting as Chief Executive Officer, the President directs the overall vision and goals of the organization through strengthening community relations, long-term planning, and organizational development. The President will preside over all board meetings, decisions, and processes, as well as preside over all organizational operations.

#### Vice President (Executive Board):

Acting as assistant to President, the Vice President's duties will include, but are not limited to:

- Direct oversight of both softball and baseball executive commissioners
- Manages organization's insurance policies and claims, as well as board member insurance policy
- Oversees scheduling, rescheduling, and league tournament/playoff scheduling for all leagues
- Initiates and handles all communication with grounds regarding field conditions and weather conditions to members
- Coordinates pictures for all leagues
- Coordinates registration dates, tryout dates, and draft/clinic dates for organization

#### Treasurer (Executive Board):

Acting as Chief Financial Officer, the Treasurer shall manage all financial information in the organization. Duties include, but are not limited to:

- Prepare monthly and year-end financial documents
- Prepare budgets for ensuing fiscal year during November/December
- Manage all tax-related items, including non-profit certifications
- Chair the budget committee
- Coordinate all bank transactions with executive board supervision

#### Secretary (Executive Board):

Duties include, but are not limited to:

- Record minutes from all board meetings, or other meetings as assigned
- Manage all correspondence between board and organization members
- Maintain electronic database of member information
- Manage CMS (Content Management System) for website, and coordinate with website vendor on all changes with executive board supervision
- Manages all league documents, including by-laws, with oversight of executive board
- Manage criminal background check database of volunteers, board members, employees

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#### Executive Baseball Commissioner:

Duties include, but are not limited to:

- Acts as chief commissioner for baseball with oversight of all baseball league commissioners
- Validates all pitching charts
- Maintains up-to-date ground rules for all leagues
- Maintains up-to-date coaches' code of conduct
- Presides over pre-season rules meetings for coaches and commissioners
- Coordinates with Executive Softball Commissioner to order league trophies

#### Executive Softball Commissioner:

Duties include, but are not limited to:

- Acts as chief commissioner for softball with oversight of all softball league commissioners
- Maintains up-to-date ground rules for all leagues
- Maintains up-to-date coaches' code of conduct
- Presides over pre-season rules meetings for coaches and commissioners
- Coordinates with Executive Baseball Commissioner to order league trophies

#### Travel Program Coordinator:

- Coordinates tournaments and schedule for all travel teams (PTT/FTT)
- Coordinates try-outs and sign-ups for travel teams
- Submits budget/financial data to board for travel program
- Coordinates practice schedules with scheduling director, including winter practices

#### Development Director:

Duties include, but are not limited to:

- Maintains communication and relationships with current sponsors
- Develops and exploring leads for new sponsors
- Maintains an electronic database of sponsor information
- Maintains, with board oversight, an updated sponsorship packet, pricing, and details
- Manages all fundraising, special events, and related events

#### Player Agent:

Duties include, but are not limited to:

- Serves as assistant to Marketing and Development Director
- Responsible for advertising and reminders for website, schools, newspapers, etc. with board approval
- May serve in administrative duties for special events, fundraisers, etc. as assigned

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#### Legal Advisor:

Duties include, but are not limited to:

- Advising Board of Directors on all legal matters
- Drafting legal documentation

#### Equipment Manager:

Duties include, but are not limited to:

- Distribution, collection, and upkeep of all equipment and gear
- Purchasing of new equipment, with board approval
- Ordering and distributing team uniforms

#### Scheduling Director:

Duties include, but are not limited to:

- Scheduling all regular season, make-up, and playoff games
- Scheduling of any league games
- Scheduling all fall league games
- Coordinates scheduling of practice facilities with all league/travel teams

#### Umpire Coordinator:

- Training and hiring of all officials
- Regular evaluation and coaching of all officials
- Scheduling officials for all games (tournaments, leagues, make-up, playoffs)

#### Concessions Director:

Duties include, but are not limited to:

- Managing day-to-day operations of concessions
- Schedule and maintain staffing, all staff must be approved by board
- Report financial information (receipts, expenditures, revenues) to treasurer
- Maintaining ServSafe Certification, and all Health Department Regulations

#### Ice Cream Social Director:

Duties include, but are not limited to:

- All planning and operations related to the Ice Cream Social

#### Building/Grounds Director:

Duties include, but are not limited to:

- Maintenance of entire facility
- Purchasing/maintaining inventory of all materials/supplies necessary for upkeep
- Reporting needs/financial data to board

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#### Fall League Commissioner:

Duties include, but are not limited to:

- Oversees all operations of fall league

#### League Commissioners:

Duties include, but are not limited to:

- Communication from coaches to board, and board to coaches
- Communication regarding all schedule changes or rescheduled games
- Presentation of trophies at playoff/championship games
- Distributes sponsor plaques for respective leagues/divisions
- Involvement and oversight in all registrations, tryouts, clinics, and draft per the Executive Commissioners and Vice President