



**Belvidere Youth Baseball, Inc.
Board of Directors Job Descriptions
Last Updated: 11/23/19 CS**

President (Chairman of 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, finances and budgeting, capital projects, 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 Chief Operating Officer and assistant to President, the Vice President's duties will include, but are not limited to:

- Direct oversight of both softball and baseball executive commissioners
- Direct oversight in day-to-day operations of baseball and softball leagues
- Oversees scheduling, rescheduling, and league tournament/playoff scheduling for all leagues
- Initiates and handles all communication from grounds regarding field conditions and weather conditions to members
- Coordinates and oversees pictures for all leagues
- Coordinates and oversees registration dates, tryout dates, and draft/clinic dates for organization
- Oversight of travel program for baseball and softball

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
- Manages organization's insurance policies and claims, as well as board member insurance policy
- Handle all payroll related items

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



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- 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

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/clinics for coaches and commissioners
- Coordinates with Executive Softball Commissioner to order/distribute league trophies
- Direct oversight of tryouts for baseball leagues, including coordinating commissioner participation and assignments

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/clinics for coaches and commissioners
- Coordinates with Executive Baseball Commissioner to order/distribute league trophies
- Direct oversight of tryouts for softball leagues, including coordinating commissioner participation and assignments

Marketing & 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



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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

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
- Managing inventory of league equipment and consumables

Scheduling Director:

Duties include, but are not limited to:

- Scheduling all regular season, make-up, and playoff games for baseball/softball
- 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 Manager's 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



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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

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