

# BSI Board Member Responsibilities

## General Notes:

Board Members will be expected to attend at least 8 of 10 monthly meetings each year (no meetings in July or August).

Board Members will be encouraged to do everything possible by computer, e-mail, etc. Microsoft Word is the most popular vehicle for this purpose, as it can be e-mailed and opened by just about anyone. It will also make it easy to transfer all work by one member to successors, other board members, etc.

## **\*President:**

Oversees the affairs of all elements of the League.

As chief administrator, selects and appoints all managers, coaches, umpires and committees (subject to the approval of the Board).

Strives to have first hand knowledge of the regulations under which various softball leagues operate in order to guide BSI.

Takes an active role in gaining support and winning friends for the league program.

Presides at all BSI league meetings, and assumes full responsibility for the operation of the league.

Oversee all long-term development and planning.

In BSI, the President shall develop relationships in the community and governmental agencies including but not limited to the following:

Blackford County Little League.

Montpelier Youth League

Blackford Pee Wee

Hartford City Parks Department

Blackford County Schools (Athletic Director/Head Softball Coach)

Any other organizations requested by the President and approved by the Board.

# BSI Board Member Responsibilities

## **\*Vice President:**

Presides in the absence of the President.

Coordinates efforts of other committee members.

Is ex-officio member of all committees.

Carries out such duties and assignments as may be delegated by the President.

In BSI, the Vice President shall:

Oversee and coordinate all scheduling with other board members, including but not limited to yearly calendar, opening day, scheduling of fields for all non-BSI League uses.

Coordinates all Team Parent Meetings and Manager's Meetings.

Oversee and coordinate with the League Information Officer all League Publicity campaigns, including but not limited to announcements, registration, clinics, seminars, articles, etc.

Publicity Coordinator(s)

Any other positions requested by the Vice President and approved by the President and the Board.

## **\*Secretary:**

Maintains a register of members and directors.

Records the minutes of meetings.

Responsible for sending out notice of meetings (coordinates with Vice president).

Maintains a record of league's activities.

In BSI, the Secretary shall oversee the activities of the following membership positions:

Assistant Secretary (if assigned)

Any position requested by the Secretary and approved by the President and the Board.

# BSI Board Member Responsibilities

## **\*Treasurer:**

Signs checks as directed by league constitution.

Dispenses League funds as approved by Board of Directors.

Reports on status of League funds.

Keeps League books and financial records.

Assumes responsibility for all League finances.

In BSI, the Treasurer shall oversee the activities of the following membership positions:

Concession Stand Operator(s)

Any other positions requested by the Treasurer and approved by the President and the Board.

Prepares and submits league tax returns, etc.

Prepares budgets (and coordinates with each budget discipline regarding use of budgets).

## **\*Player Agent:**

Conducts annual tryouts (In coordination with, Commissioner of Softball divisions and Player Development Board members).

Responsible for player selection (conducts all drafts, coordinates scheduling of drafts with VP).

Responsible for checking birth records and eligibility of all players.

Supervises and coordinates the transfer of players between divisions, either up or down in age.

In BSI, the Player Agent shall:

Assume responsibility of prime coordinator of all player affairs, including but not limited to: sponsorship/player issues, financial or other family issues (including all issues of a delicate nature that need not be made public), etc.

Responsible for coordinating and keeping as log of all volunteers approved.

# BSI Board Member Responsibilities

Manages the online registration process (coordinating, updating and maintaining on-line registration with information officer).

Ensures that league rosters are maintained on the Little League data center (coordinating, updating and maintaining League Rosters, submitting all League Rosters).

Note: Little League International suggests that player agents may be selected to oversee individual divisions within the League. In BSI, these are called League Commissioners, who also assist the VP's and Player Development Board members of softball.

In BSI, the Player Agent shall oversee the activities of the following membership positions:

Assistant Player Agent(s)

Data Input Coordinator(s)

Any other positions requested by the Player Agent and approved by the President and the Board.

## **\*Safety Officer:**

Coordinates all safety activities including supervision of ASAP (A Safety Awareness Plan).

Ensures safety in player training.

Ensures safe playing conditions.

Coordinates reporting and prevention of injuries.

Solicits suggestions for making conditions safer.

In BSI, the Safety Officer shall:

Responsible for Chairing the scheduling committee, which is responsible for the scheduling and coordinating of all games and practices of all park fields, including but not limited to: practices and games for all pre-season, in-season, in-season "tri county," post-season, and fall ball programs.

Institute an appropriate Time Schedule/Plan for addressing all critical safety issues identified in the ASAP and coordinating with the Treasurer, and Hartford City Parks Department to ensure that all safety issues are budgeted for and resolved in a timely manner.

# BSI Board Member Responsibilities

Be responsible for Officer-of-the-day (bubble) coordination.

Attend all Managers Meetings.

Obtain, update and maintain First Aid Kits throughout the Park.

Be responsible for maintaining the League Lightning Detector.

In BSI, the Safety Officer shall oversee the activities of the following membership positions:

Assistant Safety Officer (if assigned)

Field Scheduling Coordinator

Any other positions requested by the Safety Officer and approved by the President and the Board.

## **\*Information Officer:**

Manages the Leagues official home page at [www.blackfordsoftball.com](http://www.blackfordsoftball.com) and Facebook page

Manages the online registration process

Ensures that league rosters are maintained on the website

Ensures that League news and scores are updated on a regular basis (BSI does not post scores unless it is part of a news article).

Collects, posts and distributes important information on League activities to the public, league members and media

In BSI, the Information Officer shall:

Be responsible for the updating all phone service messages and information.

In BSI, the Information Officer shall oversee or act on the activities of the following membership positions:

Web Site Coordinator

Phone Service Coordinator

Any other positions requested by the Information Officer and approved by the President and the Board.

# BSI Board Member Responsibilities

## Commissioner 8u Softball:

Serves on Scheduling Committee.

Responsible for the coordination of all activities relating to 8 and under softball year round.

Prepares and proposes a list of League Commissioner candidates for Board approval and President 's selection. Coordinates and oversees all League Commissioner activities, including but not limited to: making sure that equipment bags are distributed to and returned by managers in a timely manner; making sure that all uniforms are distributed in a timely manner; making all managers, coaches, team moms, and parents are aware of all meetings, local rules, conduct expected at all practices and games, roles of all people expected in keeping our parks clean, work parties, concession stand assignments, safety items, board member positions and current board members, membership positions currently filled and/or unfilled, etc;

Prepares and proposes a list of all 8 and under softball Managers for Board approval and President's selection. Oversees all 8 and under Manager/Coach activities.

Coordinates with and assists the Player Agent and League Commissioners in conducting all drafts and/or selection of all 8 and under softball teams.

Coordinates with the Safety Officer and VP Maintenance in making sure that all safety issues are addressed.

Coordinates with the Coach/ Player Development Officer and the Player Agent to insure that all managers, coaches and players at all levels are receiving proper instruction.

Coordinates with the Scheduling Coordinator for scheduling of all practices and games.

Coordinates with the Safety Officer, Commissioners, and Managers in executing all national rules and in developing and executing all local rules.

Assists the Special Events Coordinator in overseeing all Post-season tournaments hosted by BSI.

Assists in coordinating all 8u fall league activities with Coach/Player Development Officer.

The Commissioner of 8 and under softball shall oversee the activities of the following membership positions:

# BSI Board Member Responsibilities

Managers

Any other positions requested by the Commissioner 8 and under softball and approved by the President and the Board.

## **Commissioner of 11 and under Softball:**

Serves on Scheduling Committee.

Responsible for the coordination of all activities relating to 11U Softball year round.

Prepares and proposes a list of League Commissioner candidates for Board approval and President's selection. Coordinates and oversees all League Commissioner activities, including but not limited to: making sure that equipment bags are distributed to and returned by managers in a timely manner; making sure that all uniforms are distributed in a timely manner; making all managers, coaches, team moms, and parents are aware of all meetings, local rules, conduct expected at all practices and games, roles of all people expected in keeping our parks clean, work parties, concession stand assignments, safety items, board member positions and current board members, membership positions currently filled and/or unfilled, etc;

Prepares and proposes a list of all 11U softball Managers for Board approval and President's selection. Oversees all 11U softball Manager/Coach activities.

Coordinates with and assists the Player Agent and League Commissioners in conducting all drafts and/or selection of all 11U softball teams.

Coordinates with the Safety Officer and VP Maintenance in making sure that all safety issues are addressed.

Coordinates with the Coach/ Player Development Officer and the Player Agent to insure that all managers, coaches and players at all levels are receiving proper instruction.

Coordinates with the Scheduling Coordinator for scheduling of all practices and games.

Coordinates with the Safety Officer, Commissioners, and Managers in executing all national rules and in developing and executing all local rules.

Assists the Special Events Coordinator in overseeing all Post-season tournaments hosted by BSI.

Assists in coordinating all fall league activities with Coach/Player

# BSI Board Member Responsibilities

Development Officer.

The Commissioner of 11 and under Softball shall oversee the activities of the following membership positions:

League Commissioners

Managers

Any other positions requested by the Commissioner 11U softball and approved by the President and the Board.

## **Commissioner of 14 and under Softball:**

Serves on Scheduling Committee.

Responsible for the coordination of all activities relating to 14U Softball year round.

Prepares and proposes a list of League Commissioner candidates for Board approval and President's selection. Coordinates and oversees all League Commissioner activities, including but not limited to: making sure that equipment bags are distributed to and returned by managers in a timely manner; making sure that all uniforms are distributed in a timely manner; making all managers, coaches, team moms, and parents are aware of all meetings, local rules, conduct expected at all practices and games, roles of all people expected in keeping our parks clean, work parties, concession stand assignments, safety items, board member positions and current board members, membership positions currently filled and/or unfilled, etc;

Prepares and proposes a list of all 14U softball Managers for Board approval and President's selection. Oversees all 14U softball Manager/Coach activities.

Coordinates with and assists the Player Agent and League Commissioners in conducting all drafts and/or selection of all 14U softball teams.

Coordinates with the Safety Officer and VP Maintenance in making sure that all safety issues are addressed.

Coordinates with the Coach/ Player Development Officer and the Player Agent to insure that all managers, coaches and players at all levels are receiving proper instruction.

Coordinates with the Scheduling Coordinator for scheduling of all practices and games.



# BSI Board Member Responsibilities

Coordinates with the Safety Officer, Commissioners, and Managers in executing all national rules and in developing and executing all local rules.

Assists the Special Events Coordinator in overseeing all Post-season tournaments hosted by BSI.

Assists in coordinating all fall league activities with Coach/Player Development Officer.

The Vice President of 14 and Under Softball shall oversee the activities of the following membership positions:

League Commissioners

Managers

Any other positions requested by the Commissioner 14U softball and approved by the President and the Board.

## **Coach/Player Development Officer of Softball:**

Serves on Scheduling Committee.

Responsible for overseeing all programs and development opportunities relating to managers, coaches and players in the softball program.

Coordinates with the VP, Commissioners and the Player Agent to schedule, conduct and monitor all clinics, seminars, or other development affairs.

Prime contact with High School Varsity/Junior Varsity and Middle School coaches. Works with school coaches to tailor all development programs to act as a feeder programs to the schools.

Responsible for Monitoring and evaluating the development and progress of all managers and coaches in the League (VP of BSI and League Commissioners). Diligently works to continually teach managers and coaches correct basic player skills, as well as managerial skills.

Institutes and updates all printed development vehicles, such as manuals, flyers, internet correspondence, etc. Responsible for making information available to all managers, coaches and players as appropriate.

The Coach/Player Development Officer of Softball shall oversee the activities of the following membership positions:

Any other positions requested by the Coach/Development Officer of

# BSI Board Member Responsibilities

Softball and approved by the President and the Board.

## **Maintenance Officer:**

Responsible for the maintenance and upkeep of our Parks.

Coordinates with the VP to schedule spring cleanup, fall cleanup and any other workdays that may be necessary.

Responsible for organizing and overseeing all work parties.

Negotiates outsource maintenance agreements and contracts and coordinates with Treasurer to make sure contracts are kept up to date and all invoices paid.

Coordinates with the Safety Officer, Treasurer and HC Parks Department/Montpelier Youth League to address all critical safety issues identified in the ASAP in a timely manner and in accordance with the Time Schedule/Plan issued by the Safety Officer.

Create, update and maintain a complete inventory of all field equipment.

The Maintenance Officer shall oversee the activities of the following membership positions:

Maintenance Officers

Any other positions requested by the Vice Maintenance Officer and approved by the President and the Board.

## **Equipment Coordinator:**

Responsible for the upkeep and maintenance of all player equipment.

Coordinates with the Commissioners of Softball to receive all equipment bags back from the managers at the end of the season (or the end of all-star season or fall league).

Cleans equipment bags and equipment.

Maintains an electronic inventory of all equipment in each bag to ensure that all equipment is returned and that equipment which has exceeded its life expectancy is replaced.

Inspects all equipment, removed damaged, worn, or unsafe equipment, and replaces with new equipment.

Orders all new equipment.

# BSI Board Member Responsibilities

Maintains inventory of reserve equipment.

Prepares all equipment bags for distribution each new season.

Coordinates with the Commissioners of Softball to make sure that all equipment bags are distributed to managers by/on draft day for each league.

The Equipment Coordinator shall oversee the activities of the following membership positions:

## Equipment Officers

Any other positions requested by the Equipment Coordinator and approved by the President and the Board.

Responsible for ordering and distributing all uniforms for players and managers, including the regular season, all-stars and other post-season teams.

Coordinates with the sponsorship officer to ensure correct team colors and sponsorship logos are used.

The Uniform Coordinators shall oversee the activities of the following membership positions:

## Assistant Uniform Officers (if assigned)

Any other positions requested by the Uniform Coordinator(s) and approved by the President and the Board.

## **Special Events Coordinator:**

Responsible for coordinating, planning, and directing all of the opening day events.

Responsible for coordinating, planning, and directing all team picture taking, etc.

Responsible for coordinating, planning, and directing all of the Community Day events (end of year thank you to all sponsors). This event shall be coordinated with the Sponsorship Coordinator.

Coordinates with outsource groups (either those under contract or those donating to the BSI).

Coordinates with the Treasurer to ensure that all contracts kept up to date and all invoices paid.

# BSI Board Member Responsibilities

The Special Events Coordinator shall oversee the activities of the following membership positions:

Opening Day Officers

Tournaments Directors

Tournament Field Technicians

Any other positions requested by the Opening Day Coordinator and approved by the President and the Board.

## **Umpire Scheduling Coordinator:**

Responsible for the Hiring, Training, and scheduling of all umpires for softball.

Coordinates with the Vice President to schedule all training clinics, seminars, etc.

Organizes and directs all umpiring training clinics, seminars, etc.

Coordinates with the Vice President and Field Scheduling Coordinator to prepare all umpire work schedules.

The Umpire Scheduling Coordinator shall oversee the activities of the following membership positions:

Umpire In Chief (Note; The Umpire-in-Chief will be involved in upgrading the umpiring staff, the individual league umpire staff, and the scheduling of intra season tournaments and district tournaments. This activity will be coordinated with the VP.

Any other positions requested by the Umpire Scheduling Coordinator and approved by the President and the Board.

## **Sponsorship/Fundraising Coordinator:**

Responsible for the Coordinating all sponsorship activities, including but not limited to: in-season team uniforms, scoreboard signs, concession stand signs, restroom signs, post-season teams, post-season tournaments.

Coordinates with the Treasurer to make sure that all sponsorships are paid.

Coordinates with the uniform officer to ensure correct team colors and

# BSI Board Member Responsibilities

sponsorship logos are used.

Coordinates with the VP maintenance to make sure correct sponsorship signs are placed on buildings, scoreboards, etc in the park.

Assists the Special Events Coordinator in coordinating, planning, and directing all of the Community Day events (end of year thank you to all sponsors).

Responsible for the coordinating, planning and directing of all fund-raising activities.

Coordinates with the Treasurer to make sure that all funds are secured.

Coordinates with all other board members, league commissioners, managers, on all fund raising activities.

The Sponsorship/Fundraising Coordinator shall oversee the activities of the following membership positions:

Assistant Sponsorship Coordinators.

Any other positions requested by the Sponsorship Coordinator and approved by the President and the Board.

Assistant Fund Raising Coordinators.

Any other positions requested by the Fund Raising Coordinator and approved by the President and the Board.

## **Assistant Board Members:**

Assist a designated board member in fulfilling that person's board member tasks.

Attends board meetings.

Performs all tasks as directed by the designated board member.

Votes on board issues presented to the board at board meetings only in the absence of the designated board member.