

Board Positions for Philipstown Little League Job Descriptions

President

Presides at league meetings, and assumes full responsibility for the operation of the local league. The President receives all mail, supplies, and other communications from the Little League Headquarters. The President must see to it that league personnel are properly briefed on all phases of rules, regulations, and policies of Little League Baseball. The league President is the contact between the local organization and Little League Headquarters.

Vice President (Baseball and Softball)

Presides in the absence of the President; works with other officers and committee members; is ex-officio member of all committees and carries out such duties and assignments as may be delegated by the President. Coordinates with the Director of Umpires. Participate with the creation of the season schedule. Coordinates the rescheduling of rain-outs. Oversees the team needs for the Majors, Minors and Jr. Minor teams which includes field maintenance, coaches, equipment, clean-up, tryouts, registration. Work with Player Agent to make sure all teams are equal in numbers and coaches.

Secretary

Maintains a register of members and directors; records the minutes of meetings; is responsible for sending out notice of meetings, issues membership cards and maintains a record of league's activities.

Treasurer

Signs checks co-signed by another officer or director; dispenses league funds as approved by the board of directors; reports on the status of league funds; keeps local league books and financial records; prepares budgets and assumes the responsibility for all local league finances.

League Information Officer

Sets up and manages league's official website; sets up online registration and ensures the league rosters are uploaded to Little League; assigns online administrative rights to other local volunteers; encourages creation of team web sites to managers; coaches, and parents; ensures that league news and scores are updated online on a regular basis; collects, posts, and distributes important information on league activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, 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.

Safety Officer

Coordinates all safety activities; ensures safety in player training; ensures safe playing conditions; coordinates reporting and prevention of injuries; solicits suggestions for making conditions safer, and reports suggestions to Little League Headquarters through the league President.

Responsible for writing the league's safety manual that lays out the procedures for all league activities. This manual is used to train coaches and all volunteers in all aspects of our safety program, including how to handle emergencies. This manual also is judged by Little League International, and if it meets their guidelines, we receive a 20% discount on our insurance for the year. Also responsible for setting up our mandatory coaches safety training.

Player Agent

Conducts annual tryouts, and is in charge of player selection, assists President in checking birth records and eligibility of players; serves as a member of the board of directors of the local league

and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball.

Director of Sponsors

Director of Umpires