

Far North Little League Board of Directors Position Descriptions

President – The president oversees the affairs of all elements of the league. The president is the officer with whom Little League International maintains contact and represents the league in the District organization. The president must know the regulations under which Little League operates and in authorizing the annual application for charter, binds all members of the league to faithfully observe the regulations. The President selects and appoints managers, coaches, umpires and committees. However, all appointments are subject to final approval by the board. The 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. Additionally, the President presents a report of the condition of the league at the annual meeting, promotes the welfare of the league, executes agreements with prior approval of the board, investigates complaints, prepares and submits an annual budget to the board, and submits volunteer background checks as required by Little League.

Vice President Baseball - The vice president of baseball 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. The vice president of baseball is responsible for coordinating all activities relating to baseball, proposes managers/coaches for board approval, assists the player agent in conducting drafts, drafts any Far North Little League baseball rules for Board approval, and coordinates inter-leaguering with other District 1 Little Leagues.

Vice President Softball – The vice president of softball works with other officers and committee members, is an ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the president. The vice president of softball is responsible for coordinating all activities relating to softball, proposes managers/coaches for board approval, assists the player agent in conducting drafts, drafts any Far North Little League baseball rules for Board approval, and coordinates inter-leaguering with other District 1 Little Leagues.

Secretary - The secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, and maintains a record of league's activities. The secretary may also be tasked with updating the league calendar of events as well as the parent handbook on an annual basis.

Treasurer - The treasurer signs checks co-signed by another officer, 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. The treasurer also prepares and annual financial report for the board and prepares and submits league tax returns.

Safety Officer - The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), 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 International through the ASAP system. Safety plan education, compliance and reporting are facilitated by the safety officer. The safety officer also keeps up-to-date reporting forms and policies readily available at the fields and on the website for immediate use and reference.

Player Agent - The player agent conducts annual tryouts, is in charge of player selection/team placement, assists the president in checking birth records and eligibility of players 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. Separate player agents may also be selected to oversee individual divisions within the league. The player agent prepares rosters for the President's signature and submission to Little League headquarters.

Information Officer - The information officer manages the league's official web pages and social media accounts, assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis, collects, posts and distributes important information on League activities including direct dissemination of fund-raising and sponsor activities to public, league members and media, and displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient Little League experience. Also, the information officer sends out league-wide newsletters/information, and keeps schedules, calendars and general information on the website up-to-date.

Umpire in Chief – The umpire in chief hires, trains, and schedules umpires for all baseball/softball, schedules umpire training clinics, keeps a record of which games/positions umpires covered, and submits umpire compensation requests to the league treasurer. Also the umpire in chief keeps a database of contact information for umpires.

Equipment Manager – The equipment manager maintains player and umpire equipment and uniforms, inspects all equipment (removes damaged, worn or unsafe equipment and replaces it with new equipment), orders new equipment, prepares equipment bags for distribution each season, coordinates distribution of equipment to coaches at beginning of the season and collection of equipment from coaches at season end, orders and distributes uniforms, keeps equipment/uniform conex in order.

Fundraising Coordinator – The fundraising coordinator solicits and secures local sponsorships to support league operations, collects and reviews sponsorship and fundraising opportunities, organizes and implements approved league fundraising activities, coordinates participation in fundraising activities, maintains records of monies secured through sponsorship and fundraising initiatives, maintains list of past donors and contact information for annual use, coordinates sponsor banners and signs, and issues sponsor thank you letters to each donor.

Concessions Coordinator – The concessions coordinator maintains the operation of concession facilities, organizes the purchase of concession products, is responsible for the management of the concession sales during league events, schedules volunteers to work the concession booth during league events, collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities, organizes, and tallies and keeps records of concession sales and purchases.

Registration Coordinator – The registration coordinator schedules, advertises (newspaper, postcard, schools, etc.) and manages league registration events, organizes volunteers to work at registration events, updates forms and makes them available at registration. The registration coordinator manages the registration database by ensuring forms are up-to-date, entering registrant and volunteer information, and making sure fees are paid. The coordinator reports to the board on number of registrants in each level of play.

Volunteer Coordinator – The volunteer coordinator is responsible for contacting families and signing up volunteers for various league activities.

Coaching Coordinator - Represents coaches/managers in league; presents a coach/manager training budget to the board; gains the support and funds necessary to implement a league-wide training program; orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary; helps implement LittleLeagueCoach.org as the manager-coach education program for the league if deemed appropriate.

Field Maintenance Coordinator – Coordinates field clean up day, trains and oversees field maintenance staff and volunteers, ensures fields and equipment are maintained throughout the season, keeps equipment conex orderly, orders necessary field maintenance supplies and equipment as approved by the board and budgeted, checks watering system and reports any issues for review and repair, ensures bear proof dumpsters and portable restrooms are in place and maintained by the municipality. The coordinator makes recommendations to the board on future field maintenance needs.

Members at Large – Attend board meetings, assist board members in completing tasks, serve on committees, and vote on board issues.

See the Far North Little League constitution Article VII, duties and powers of the board for more information.