



## Vista Girls Softball Board Descriptions

Thank you for your interest in serving on the board of directors. This document provides a brief description of the duties performed. Please refer to the Bylaws for specific board functions.

**All Positions:** All board positions require a commitment to attend all board meetings, communicate regularly with the executive board members, and attend the following mandatory events: Spring, Allstar and Fall manager selection interviews or meetings, Spring and Fall Assessment days, Opening day, Closing day, all VGS sponsored tournaments (Allstars, Spirit, 14U etc.) and perform the required number of board duty assignments throughout the year.

### **EXECUTIVE BOARD:**

In addition to the descriptions below. The executive board has the authority to recommend appointments, disciplinary action, and other high level functions. The executive board is required to manage and meet on all official complaints in a timely manner.

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**President:** The president officially represents Vista Girls Softball. This position requires regular meetings and communication with USA softball and other league presidents. The president presides over all meetings, represents VGS with all State, County and City functions. Manages the overall functions of VGS, etc. The President does not have a vote (or add to the quorum for attendance) unless a vote is tied. In order to run for president, you must have served on the board for at least one year in the past.

**Vice President:** The vice president steps in for the President in his/her absence. The vice president is the official representative to the City of Vista for filed allocation, parking, other city functions and manages board duty functions.

**Secretary:** The secretary maintains all official documents and records. Schedules all board meetings, creates and distributes all board agendas and meeting minutes, manages all voting and election functions, maintains the official calendar for the league, maintains the rules and Bylaws for the league and is the main Bank liaison for all VGS financial accounts (per state law).

**Treasurer:** Manages all financial records and accounts, provides monthly financial reports to the board, prepares all tax documents, pays league bills, creates and manages annual budget, notifies cautionary spending and other financial obligations to the league.

**Player Agent:** Represents all of the players in the league. Manages registration, Affiliation reporting (USA Softball), manages assessments, player drafts, birth certification. Background checks and assist with All-star selection as the player's representative.

#### **GENERAL BOARD:**

**UIC (Umpire in charge):** Manages and schedules all umpires for games. The UIC is knowledgeable in both league and USA softball rules and ensures that all managers are working within the rules. Monitors the performance of all contracted umpires and meets with Fall ball interleague managers for game schedules and locations.

**Coaching:** recruits and recommends coaches to the board for approval, manages and communicates with all managers and league functions. Assists with player assessments. Manages all coaches and player clinics.

**Awards and Pictures:** provides a budget for all awards. Selects and procures awards for spring season. Schedules and manages picture days and makeup picture days.

**Fundraiser/Sponsorship:** manages and solicits new and ongoing sponsors for the league. Maintains and provides official list of sponsors and procures banners and other obligated functions. Organizes sponsor related league fundraisers (dine out nights, etc)

**Equipment:** Maintains and procures all league equipment for all seasons. Maintains an inventory of equipment. Distributes and collects equipment to and from managers.

**Webmaster/Publicity:** Manages website and all social media sites for VGS. Creates and distributes flyers for VGS functions and events. Enters all official scores into website for league standings. Works with player agent on registration and player draft as a function of the overall website application.

**Fields:** Maintains and prepares all fields for use and games. Insures game chalk availability. insures field equipment is operational. Insures all field storage areas are clean and have the required equipment inside (bases, chalkers etc) manages outfield fences.

**Activities & Services:** Plans and manages Opening and Closing day activities, guests, vendors and schedules. Plans and manages other large VGS events including co-chairing fundraising events with Fundraising/Sponsorship director. Coordinate and execute registration advertisement.

**Uniforms:** manages vendor relations for events, and uniforms. Works with uniform vendors to select game wear for all seasons.

**Allstars:** prepares allstar interest forms and manager forms. Prepares interest list for team managers to evaluate players prior to Allstar selection meeting. Manages allstar selection meeting. Manages and coordinates all allstar tournaments.

**Team Parent:** manages and communicates with all team parent (team moms) official VGS information. Forwards all complaints or concerns to executive board members for action or resolution. Manages team mom meeting at beginning of season.

**Spirit Division:** Acts as assistant player agent for Spirit division in coordination with the player agent. Manages all Spirit division functions. Manages and recruits spirit managers and buddies. Manages Spirit division tournaments. Represents VGS to outside leagues and champions Special needs sports programs to external leagues and organizations as requested.