



Board Member Duties

With each of the following positions comes the responsibility to:

- 1.) Attend ALL Monthly and called meetings.
- 2.) Become familiar with all aspects of your position.
- 3.) Understand, uphold and enforce Little League regulations and Nederland Little League Local Rules and bylaws.
- 4.) Be willing to be the Board Member on Duty during assigned Duty dates.
- 5.) Act responsibly in all League matters.

Each board member is fully accountable to the National Little League Organization, Nederland Little League, and the children of this League.

President- Apart from all other considerations, sound leadership, couched in knowledge, experience and common sense, is the greatest requirement and most exemplary qualification of the man or woman selected as president of a Little League.

The president has many responsibilities in the administration of the league. Each President is elected by, and is accountable to, the local league board of directors. Duties of a president are described within the limits of the rules and regulations.

As the chief administrator, the president selects and appoints managers, coaches, umpires and committees. As such, no person becomes a manager, coach, umpire or committee member without the approval of the president. However, all appointments are subject to final approval by the local league's board of directors.

Importantly, the president is the officer with whom Little League International maintains contact. The president also represents the league in the District organization.

The president should be the most informed officer of the league. Each 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.

Beyond the requirements of league administration, the president should personify the best public image in reflection to the community at large. Each president should take an active role in gaining support and winning friends for the league program.

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. A president may manage, coach or umpire, provided he/she does not serve on the protest committee, nor serve as tournament team manager or coach.

Vice President- The vice president presides in the absence of the president, works with other officers and committee members, is exofficio member of all committees, and carries out such duties and assignments as may be delegated by the president. Separate vice presidents may also be selected to oversee individual divisions within the league. If so, one vice president should be selected as the one to preside in the absence of the president. A vice president may manage, coach or umpire, provided they do not serve on the protest committee. The Vice President will also be responsible the background check and volunteer badging process. Background checks must be completed annually on all new and returning individuals prior to the individual assuming his/her duties for the current season.



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Player Agent- The player agent coordinates registration of all players to include: Verification of birth records, fee collection, eligibility of players, dates and times of registration and scheduling members to help with the registration process. He/She must also keep accurate records concerning all registration activities. The player agent will be responsible for setting up and conducting annual tryouts, game schedules, and make up games. Player agent may appoint an assistant to oversee individual divisions within the league if said assistant is approved by the local Board. Assistant will be able to attend board meetings but will not be able to vote on board decisions. The Player Agent will be responsible for the player selection process (Draft) for the regular season and All Stars team selections. The player agent also supervises the transference of players within their divisions. The player agent will set up All Star games in conjunction with the field Representatives, Umpire Coordinator, and Concession Stand Coordinator. The player agent should also solicit Coaching applications and present these to the Board of Directors for approval. The player agent must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received explicit written permission to allow this from Little League International. Player agent will be responsible for All Star Player affidavits and preparing All Star Team eligibility books.

Secretary- The secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, maintains a record of league's activities and Board of Director's Meeting attendance Record. He/she will be responsible for producing and publishing the Opening Ceremonies program books.

Treasurer- The treasurer signs checks cosigned 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, prepares monthly and fiscal year treasurer reports, and assumes the responsibility for all local league finances.

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. He/She must post safety signs detailing parental and league responsibilities and be knowledgeable of the League's Insurance policy and its procedures for filing claims.

Information Officer- The information officer manages NLL's facebook page and the league's official home page at www.nederlandlittleleague.org, and ensures that league rosters are maintained on the site, 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 fundraising and sponsor activities to Little League International, district, public, league members and media, serves as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International, and displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient Little League experience.

Concession Stand Coordinator- The concession stand coordinator is responsible for supervising all aspects of the concession stand. This include scheduling a sufficient amount of help to insure efficiency in the concession stand during games, keeping accurate list of inventory at all times, ordering and purchasing supplies as needed, and inspect all equipment and notify President with any problems. He/she works closely with the treasurer in respect to all money spent and collected. Concession Stand Coordinator has the right to appoint an Assistant if said assistant is approved by the board. Assistant will be able to attend board meetings but will not be able to vote on board decisions.



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Umpire Coordinator- The umpire coordinator must coordinate and schedule umpires for all games. He/she shall be responsible for interviewing new applicants. He/she must represent and protect umpires and children in all circumstances. He/she is accountable to the League to provide adequately trained umpires and should notify and encourage all umpires to attend the annual Umpire clinic. He/She will be responsible for issuance of background check application to all umpires and collection of completed applications. He/she will be responsible for turning said application into League President at least 1 week prior to the first scheduled game. He/she will be responsible for coordinate umpires for rained out or make up games.

Sponsorship/Fundraising Coordinator- The sponsorship/fundraising coordinator will be responsible for contacting and soliciting local businesses to purchase signs for advertisement at the ballpark. He/she oversees the ordering and installation of sponsor signs on fences. The sponsorship coordinator should always have an accurate list of all current sponsors and should acknowledge them at opening ceremonies. He/She will be responsible for ALL fundraising activities which may include Candy Sales, BBQ ticket Sales, Team Pictures, and any other fundraiser event the board votes on for Little League Season. He/She handles the purchasing of all candy and items for the BBQ dinner. He/she is also responsible for the distribution and collection of Candy Sales and BBQ tickets, therefore, must be involved with registration to ensure each player receives his/her candy and BBQ tickets.

Equipment Manager- The equipment manager is responsible for all equipment used by the league in all divisions. He/she must make sure that all equipment is safe for players to use. The equipment manager must keep an accurate inventory of all equipment and uniforms. If equipment needs to be replaced, he/she must order replacement equipment with President approval. He/she is responsible for ordering all jerseys and hats for all divisions. He/she is also responsible for distributing equipment to all team managers and keeping a record of it. At the end of the season he/she must collect all equipment distributed. The equipment manager also orders all patches and pins for the League.

Field Representatives- He/she will schedule workdays prior to and during regular season and schedules work weeks for each team on an assigned field. Field Reps may rule on field playability due to rain. They must coordinate ALL field improvement and purchase all materials needed to maintain fields (i.e. dirt, sand, chalk, gasoline for mowers, etc.) subject to President's approval. Field reps shall be responsible to make sure that each team is doing the work week duties for their respective field. If any team shall fail to complete their duties Field Rep is responsible for reporting said team to President.

Recruitment Manager- He/she will recruit new and returning players by visiting local schools. He/she will meet with select ball organizations and try to work with them in coordinating players playing in both leagues. He/she will call on parents who have registered in previous years but have not registered again and work on a solution to bring them back to little league. The NLL will have 25 scholarships available for children that would like to play but may not be able to afford to play. The Recruitment Manager will reach out to schools to contact these children.