

Article IV: Board of Directors Roles

The Board of Directors shall consist of the afore-mentioned Board Members. All members of the active Board of Directors hold a vote of the same value. Members at Large do not vote. The duties of the Board Members shall include, but are not limited to, the following:

President

1. Must have served at least one year on the Board of Directors.
2. Chairperson of the Board of Directors and presides over all league meetings.
3. Schedules monthly Board of Directors meetings and creates agenda based on current events/activities and any item to discuss provided from the Board
4. Ensure rules, policies, and principles of the league are obeyed.
5. Updates Bylaws as needed with the Executive Committee.
6. May authorize expenditures up to \$500.00 per action without Board approval and will notify the Treasurer and provide necessary receipt(s).
7. Promotes the mission of Wicked.
8. Coordinates the league's communications through the website, advertising, and publicity.
9. Advisor to the Board for one year after completing term(s) in office.
10. Serves as a member of the Executive Committee.

Vice President

1. Presides over meetings and events in the absence of the President.
2. Serves as a member of the Executive Committee.
3. Chairs the Bylaws Committee.
4. Organizes and manages Wicked Financial Support program.
5. Coordinates insurance certificates with WGS.
6. Responsible for all distribution, tracking and collection of any league keys and passwords.

Past-President

1. Acts as mentor to current President of the Wicked Board of Directors
2. Serves at least one (1) term on Executive Board

Treasurer

1. Is responsible for all money, which includes supplying the snack shack with appropriate funds, paying umpires, posting and receiving tryout and tournament funds.
2. Receive and distribute all funds, as authorized by the Board.
3. Maintain a running history of the League's financial records.
4. Distribute a financial report at all Board meetings.
5. Maintain a budget for all League expenses.
6. Serves as a member of the Executive Committee.
7. Maintain league accounts and signature cards.
8. Checking the PO Box (Mail).
9. Manages all league stipends.
10. Update league budget each year.
11. Responsible for tracking registration payments.
12. Share financial records as requested with WGS.

Secretary / Team Parent Coordinator.

1. Maintain permanent minutes and records of business transacted at each Board Meeting and transmit a copy to the Board Members prior to the next Board Meeting.
2. Maintain a running history of the League.
3. Serves as a member of the Executive Committee.
4. Receive any written grievances and present to the Executive Board for discussion and next steps.
5. Responsible for keeping the website updated with current minutes.
6. Liaison with team parents, supporting with Sports Engine, Game Changer and score keeping

Player Agent

1. Responsible for activities concerning the registration process.
2. Maintain a running history of Player Agent activities for the League.
3. Responsible for late registration and players on the waiting list.
4. Coordinate all team/player changes.
5. Responsible for confirming player age eligibility.
6. Set dates, times and places for tryouts and promote as necessary.
7. Coordinate tryouts.

Tournament Director

1. Schedule all tournaments for each age group.
2. Post and promote Wicked's two yearly tournaments.
 - a. Wine Country Classic (Summer)
 - b. Wicked Harvest Bash (Fall)
3. Coordinate "friendlies" and "round robin" tournaments for each age group
4. Coordinate all aspects of Wicked's tournaments including, but not limited to:
 - a. Purchase trophies and awards.
 - b. Assign Snack Bar Lead
 - c. Arrange Vendors including Food Trucks and Apparel
5. Forward all fees to the Treasurer, or, if paid, forward all registration receipts.

Field/Equipment Coordinator

1. In conjunction with President/Vice President the Field Director acts as the Park and Recreation liaison representing the league at all pertinent Park and Rec. meetings.
2. Organize and schedule field day(s)/work day(s) for improvements (if required).
3. Oversee the condition and preparation of the fields.
4. Propose a budget for related field & equipment expenses.
5. In charge of all field equipment and ensuring it is in good working condition before the season begins.
6. Inventory, distribution & collection of field equipment.
7. Assess the playability of fields and report any closures to the executive board.
8. Purchase necessary equipment with Board approval.
9. Purchasing balls, line up cards & score books.

Fundraising/Sponsorship Director

1. Seek out fundraising opportunities throughout the term, ex. Dine and Donate, bake sales, hit-a-thon.
2. Co-chair annual fundraising events.
3. Responsible for the collection, recording, and transfer of fundraising monies to the Treasurer.
4. Responsible for obtaining sponsors for Wicked.
5. Provide team names & sponsors to Apparel Director.
6. Prepare and send thank you letters to all League sponsors.
7. Purchase league banners.
8. Coordinate installation and removal of the sponsor and league banners.
9. Sponsorship letters & tiers.

Apparel Director

1. Arrange fittings of uniforms for all players at Wicked tryouts.
2. Order uniforms for all teams after tryouts each season.
3. Order coaches apparel after tryouts after each season.
4. Arrange the distribution of all uniforms.
5. Assign numbers for new players assuring not to conflict with current player numbers.
6. Arrange for the sale of league merchandise as approved by the Board.
7. Responsible for maintaining back stock of inventory.
8. Create a budget for related expenses.
9. Create and/or manage online apparel stores.

Coaches Coordinator

1. Responsible for managing communications between board & coaches
2. Distribute & disseminate information & by-laws to Head Coaches and assistant coaches
3. Coordinates Monthly Coaches Meeting (in-person or virtual)
4. Compile submitted applications for selection of coaches
5. Coordinate with WGS to assure all ACE certifications are up to date for all required Head & Assistant Coaches.

Social Media Director

1. Respond to messages sent through social media
2. Create compelling and engaging content

Member at Large #1 - Support all other board positions and take lead on appointed jobs/tasks

Member at Large #2 - Support all other board positions and take lead on appointed jobs/tasks