



## Position Descriptions

### GYS BOARD OF DIRECTORS — ELECTED POSITIONS

Greenville Youth Sports is a nonprofit organization managed by a Board of Directors which includes both elected and appointed members as determined by the Association's [bylaws](#) (Article III). *This document details the responsibilities and desired qualifications of the elected positions.*

There are four elected officers: President, Vice President, Secretary and Treasurer; 11 elected Commissioners; and 13 appointed Coordinators. Each position's term will follow the GYS League year. The GYS League year will begin with the Annual Board Meeting in November and will end at the following year's Annual November Board Meeting. Board members are expected to represent the Association in a positive manner at all times, put the Association's interests over that of any individual player, team, or age level, be capable of handling confidential information and engaging in difficult conversations, attend monthly meetings, and communicate in a timely manner. Every Board Officer and Director must successfully pass background screening and complete SafeSport Training.

*September 2019*

#### **A. Elected Officers**

##### **PRESIDENT**

The President serves a two-year term and is elected in odd-numbered years.

##### **Responsibilities:**

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- The President is responsible for the general management of the business of the Association and general supervision of other officers. See Article V of the [bylaws](#).  
The President works with the Scheduler to secure sufficient field time for all teams registered with the Association. Contracts and all major expenditures require Board approval; all checks require the signature of the President and the Vice President.
- The President serves *ex officio* as a member of all Association committees, and coordinates with all Board members to assure smooth and continuous communication between the Board and the membership.
- The President supports the Association's efforts for organic growth and increased visibility of the Association and youth baseball and softball within the community.
- The President has the power to interpret Board policy and rule on situations arising from emergencies until such time as the Board of Directors may act upon them.
- The President has the authority to suspend any coach, manager, parent or player, temporarily, for conduct detrimental to baseball/softball, either on or off the field until the matter can be reviewed by the board.
- The President has direct oversight and supervision of the Commissioners.
- The President may vote in Board matters only in the event of a tie.

### **Desired Qualifications**

- Strong leadership ability
- High standards of moral and ethical conduct
- High-energy and passionate about the success of the Association
- Extremely well-organized
- Excellent communication skills, in person, in writing, and by email
- Able to build and maintain relationships with members, coaches, donors, and the community
- Ability to listen and apply other's opinions in the decision-making process
- Efficient planning skills with a consistent commitment to following through on tasks
- Superior problem-solving skills
- Desire to focus on, understand, and cultivate the growth of the Association
- Comfortable with delegating
- Ability to understand financial reports

### **VICE PRESIDENT**

The Vice President serves a two-year term and is elected in even-numbered years.

### **Responsibilities:**

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- In the absence of the President, the Vice President has the authority to exercise all duties and powers of the President. See Article V of the [bylaws](#).
- The Vice President coordinates the planning, budget and activities necessary to support Association programs.
- The Vice President regularly reports on operations at Board meetings.  
The Vice President has direct oversight and supervision of the Coordinators.
- The Vice President fulfills other tasks assigned by the Association President or Board as necessary.
- The Vice President may vote on all board matters. **Desired Qualifications**
  - Strong leadership ability
  - High standards of moral and ethical conduct
  - High-energy and passionate about the success of the Association
  - Extremely well-organized
  - Excellent communication skills, in person, in writing, and by e-mail
  - Able to build and maintain relationships with members, coaches, donors, and the community

## SECRETARY

The Secretary serves a two-year term and is elected in odd-numbered years.

### Responsibilities:

- The Secretary keeps the minutes of all meetings of the Board of Directors, and attends to all notices in accordance with the bylaws, and as required by law. See Article V of the [bylaws](#).
- The Secretary posts the minutes and the agenda to the website prior to Board of Directors meetings.
- The Secretary attends all board, executive and other meetings as requested.
- The Secretary records and manages minutes from all board, executive board and other meetings as requested.
- The Secretary distributes board meeting agendas and the previous meeting's minutes in a timely manner.
- The Secretary provides for the organization of all documents relating to the Association and any administrative activities.
- The Secretary oversees the Website Coordinator and performs other duties assigned by the President or the Board.
- The Secretary aids the President in assuring prompt communication with the membership.
- The Secretary works with the Treasurer, Website Coordinator and Scheduling Coordinator to manage the GYS Facebook page – this includes creating posts, and responding to messages and comments.
- The Secretary may vote on all board matters.

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## Desired Qualifications

- Very strong and efficient organizational skills.
- Effective communication skills in all mediums.
- High standards of moral and ethical conduct.
- High-energy and passionate about the success of the Association and youth sports.  
Ability to capture key discussion points in a clear and concise manner.
- Detail-oriented and deadline-focused.
- A working knowledge the Google suite of business applications (docs, sheets, drive, gmail, etc.).

## TREASURER

The Treasurer serves a two-year term and is elected in even-numbered years.

### Responsibilities:

- The Treasurer is the custodian of Association funds and is responsible for the accurate accounting for receipts and disbursements in books belonging to the Association. See Article V of the [bylaws](#).
- The Treasurer assists the Vice President as they prepare the budget for the upcoming season.
- The Treasurer communicates with the Sponsorship Coordinator and Fundraising Director to forecast projected essential or ancillary revenues.
- The Treasurer finalizes and presents the annual budget for review and approval by the Board. The Treasurer serves as Chair of a Budget and Finance Committee, as needed.
- The Treasurer submits monthly financial statements for the regularly scheduled meetings of the Board of Directors and an annual financial report at the Annual Meeting of Members.
- The Treasurer reviews accounting controls to oversee all offices and officers responsible for handling Association funds and suggests revisions, subject to Board approval.
- He or she also annually updates and presents for Board approval GYS financial policies and procedures.
- The Treasurer ensures that all insurance matters for the Association are current.
- The Treasurer ensures that the Association is a tax-exempt, nonprofit corporation, and complies with all governmental rules and regulations.
- The Treasurer files proper paperwork with the IRS and the State of Wisconsin to help the Association secure:
  - Taxpayer ID (Employer Identification Number)
  - Incorporation
  - 1099s & W-2s
  - 501c(3) tax-exempt status
  - Form 990

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- The Treasurer works with the Registrar to collect registration fees as determined by the Board of Directors, and establishes accounting controls for billing and collecting for registration fees and fundraising monies from the membership.
- Together with the Registration Coordinator, the Treasurer ensures that all members are current in their financial obligations to The Association.
- The Treasurer, with the approval of the President, can arrange for special payment terms.
- The Treasurer collaborates with the President to supervise fundraising and sponsorship coordinators.

The Treasurer works with the Secretary, Website Coordinator and Scheduling Coordinator to manage the GYS Facebook page – this includes creating posts, and responding to messages and comments.

- The Treasurer may vote on all board matters. **Desired Qualifications**
- Experience in preparing and overseeing financial documents.
- A strong belief in youth sports.
- High standards of moral and ethical conduct.
- Extremely well-organized.
- Good communication skills in person, in writing, and by email.
- High-energy and passionate about the success of the Association.
- Efficient planner with a commitment to following through on tasks.
- Recommended: four-year degree in Business Administration, Accounting, Finance, or related field, or equivalent professional experience.

## B. League Commissioners

### LEAGUE COMMISSIONERS

League Commissioners administer the Leagues as designated below. Each League Commissioner is elected by the board and serves a one-year term.

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|----------------------|---|
| Pee Wee T-Ball       | Players entering 4K the next school year  |
| T-Ball               | Players entering K or 1 <sup>st</sup> grade next school year                        |
| Coach Pitch Softball | Softball players entering 1 <sup>st</sup> or 2 <sup>nd</sup> grade next school year |
| Machine Pitch        | Baseball players entering 2 <sup>nd</sup> or 3 <sup>rd</sup> grade next school year |
| 8U Softball League   | Softball players entering 3 <sup>rd</sup> or 4 <sup>th</sup> grade next school year |
| 10U Softball League  | Softball players entering 5 <sup>th</sup> or 6 <sup>th</sup> grade next school year |
| Minor League         | Baseball players entering 4 <sup>th</sup> or 5 <sup>th</sup> grade next school year |

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|---------------------|---|
| 12u Softball League | Softball players entering 7 <sup>th</sup> or 8 <sup>th</sup> grade next school year |
| Major League        | Baseball players entering 6 <sup>th</sup> or 7 <sup>th</sup> grade next school year |
| Boys Travel Team    | 13U-15U Baseball players  |

**Responsibilities:**

- League Commissioners represent all the parents and players in their respective divisions and act as a liaison to the Board of Directors.  
League Commissioners are responsible for the general management of the business of their respective leagues in accordance with the bylaws and the rules and regulations of the Association.
- League Commissioners coordinate with the Treasurer to ensure that they budget for league needs and work with the equipment manager to propose purchases or allocation of equipment as needed.
- League Commissioners are an integral part of Association growth and retention efforts.
- League Commissioners recruit and select coaches for all teams in their division and address any issue concerning teams and coaches in their respective division.
- League Commissioners assist with draft logistics in their age group, if their league does a draft.
- League Commissioners work with coaches as necessary to schedule practices, maintain game scores and standings as well as communicate about the league tournament.
- League Commissioners inform the President of all potential disciplinary situations arising from the actions of players, coaches, or parents; and work to resolve problems and interpret rules that arise from issues and/or emergencies within their division that are not provided for in the bylaws of the Association or in the rules and regulations, until such time as they may be acted upon by the President.
- League Commissioners may be asked to serve on a Conduct Review Committee.
- League Commissioners communicate with all league coaches throughout the season.
- Each League Commissioner may vote on all board matters. **Desired Qualifications:**
  - Excellent organizational, communication (oral and written), problem-solving, listening and interpersonal skills.
  - Ability to maintain confidentiality on sensitive membership information and complaint details.
  - Capacity to be objective and compassionate.
  - High standards of moral and ethical conduct.
  - Efficient at planning with a commitment to following through on tasks.
  - Positive attitude and strong work ethic.
  - High-energy and passionate about the success of the Association and youth sports.

**C. Coordinators**

Coordinators serve a one-year term, are appointed by the current board and receive one (1) vote.

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## REGISTRATION COORDINATOR

### Responsibilities:

- The Registration Coordinator administers the registration process for players and coaches.
- The Registration Coordinator manages online registration.
- The Registration Coordinator works with the Treasurer to bill families at time of registration.
- The Registrar creates and manages updates for team rosters.

The Registration Coordinator works with team managers, coaches and league coordinators to collect necessary participation documentation

- Birth certificates
- Codes of conduct
- Consent-to-treat forms
- Concussion information
- The Registration Coordinator works with the Age Directors and the President to ensure Association compliance with documentation reporting on the above forms.
- The Registration Coordinator monitors all coaches', Association leadership's and volunteers' completion of SafeSport Training and background-screening requirements.
- The Registration Coordinator runs membership reports for Association leadership as needed.
- The Registrar works with the Treasurer, Fundraising Coordinator, and Volunteer Coordinator to accurately calculate and track billing records of registered members.
- The Registration Coordinator works closely with the Board to track and help drive player retention and acquisition.
- The Registration Coordinator may vote on all board matters. **Desired Qualifications**

- Strong and efficient organizational skills.
- Effective communication and interpersonal skills.
- High standards of moral and ethical conduct.
- High-energy and passionate about the success of the Association and youth sports.
- Detail-oriented and deadline-focused.
- Comfortable using, or learning how to use, Jevin or other software that the association uses for registration.

## VOLUNTEER COORDINATOR

### Responsibilities:

- The Volunteer Coordinator administers the volunteer process for all members/families.
- The Volunteer Coordinator works with the scheduler, concessions manager and board to determine volunteer needs.

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- The Volunteer Coordinator posts volunteer opportunities online for families/members to sign up for.
- The Volunteer Coordinator develops and proposes to the board for vote what the volunteer policy and requirements should be for the upcoming season.
- The Volunteer Coordinator tracks all volunteer hours/requirements fulfilled by members/families throughout the year.
- The Volunteer Coordinator works with the Treasurer to bill families at time of registration if they did not complete required volunteer hours the prior year. ● The Volunteer Coordinator may vote on all board matters.

### **Desired Qualifications**

Strong and efficient organizational skills.

- Effective communication and interpersonal skills.
- High standards of moral and ethical conduct.
- High-energy and passionate about the success of the Association and youth sports.
- Detail-oriented and deadline-focused.
- Comfortable using, or learning how to use, Jevin or other software that the association uses for volunteer opportunities and sign-up. **SCHEDULER**

### **Responsibilities:**

- The Scheduler develops the league schedule for all GYS leagues and sets the schedule up in Jevin.
- The Scheduler works to reschedule any rain-out/cancelled games.
- The Scheduler works with Tournament Coordinators to set up all tournament schedules.
- The Scheduler is responsible for managing and opening up schedules for coaches to schedule practices.
- The Scheduler notifies the Concessions Coordinator, Volunteer Coordinator and Umpire Scheduler of GYS hosted tournament schedules so that volunteer, concessions workers and umpires can all be scheduled accordingly.
- The Scheduler cancels games in Jevin so that families are notified (if notifications are set up properly in Jevin by the family) of a cancelled game or practice. **Desired Qualifications**

- Strong and efficient organizational skills.
- Effective communication and interpersonal skills.
- High standards of moral and ethical conduct.
- High-energy and passionate about the success of the Association and youth sports.
- Detail-oriented and deadline-focused.
- Comfortable using, or learning how to use, Jevin or other software that the association uses for scheduling.

### **EQUIPMENT COORDINATOR**



**Responsibilities:**

- The Equipment Coordinator manages all GYS owned equipment.
- The Equipment Coordinator keeps documentation and inventory of all GYS owned equipment.
- The Equipment Coordinator makes sure that each league and tournament team is provided with all necessary equipment for the season.
- The Equipment Coordinator manages the distribution and return of all equipment for each season.

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The Equipment Coordinator works with the Treasurer and the board (if necessary for large purchases) to appropriately budget for and purchase each season's equipment needs. The Equipment Coordinator may vote on all board matters. **Desired Qualifications**

- Strong and efficient organizational skills.
- Effective communication and interpersonal skills.
- High standards of moral and ethical conduct.
- High-energy and passionate about the success of the Association and youth sports.
- Detail-oriented and deadline-focused.

### **UMPIRE COORDINATOR**

The Umpire Coordinator serves as the Chief Umpire/Assignor for the organization. They are responsible for recruiting and assigning umpires to work all youth baseball and fast pitch games which includes GYS league games and GYS-hosted tournament games played in Greenville. This is a non-board, non-voting position that serves at the pleasure of the GYS Executive Board.

#### **Responsibilities:**

- Manage the recruitment and training of all GYS youth umpires.
- Assign umpires to all league baseball and fastpitch games in Greenville.
- Assist the Baseball Tournament Committee by assigning umpires for all GYS hosted tournaments.
- Attend games as available to observe and coach GYS umpires.
- Attend GYS Board Meetings as requested during the league season.
- Chair the Rules Committee to ensure consistency and continuity across all leagues.

#### **Desired Qualifications**

- Strong and efficient organizational skills.
- Effective communication and interpersonal skills.
- High standards of moral and ethical conduct.
- High-energy and passionate about the success of the Association and youth sports.
- Previous umpiring experience preferred

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## **TOURNAMENT COORDINATOR – (1) BOYS AND (1) GIRLS**

### **Responsibilities:**

- The Tournament Coordinators are responsible for the scheduling and operation of GYS hosted tournaments.
- The Tournament Coordinators set the tournament dates.
- The Tournament Coordinators work with the Scheduler to schedule the tournament games. The Tournament Coordinators work with the Volunteer Coordinator and Concessions to determine Volunteer and Concession worker needs for the tournament. The Tournament Coordinators work with the President, Vice President and the Village of Greenville Parks & Rec or Field Operations to be sure all diamonds are prepped appropriately for all tournament games.
- The Tournament Coordinators are responsible for the coordination, purchase, receipt/delivery and awarding of all tournament awards (trophies, medals, etc.)
- The Tournament Coordinator is expected to be in town and available at the tournament as much as possible during the tournament. If unavailable, a secondary or on-site Tournament Coordinator is to be assigned and should be communicated with the board, umpires and concessions.
- The Tournament Coordinators (2 total – 1 boys and 1 girls) may vote on all board matters.

### **Desired Qualifications**

- Strong and efficient organizational skills.
- Effective communication and interpersonal skills.
- High standards of moral and ethical conduct.
- High-energy and passionate about the success of the Association and youth sports.
- Detail-oriented and deadline-focused.

## **TOURNAMENT TEAMS COORDINATOR – (1) BOYS AND (1) GIRLS**

### **Responsibilities:**

- The Tournament Teams Coordinators represent all tournament team parents and players and act as a liaison to the Board of Directors.
- The Tournament Teams Coordinators are responsible for the general management of the business of their respective teams in accordance with the bylaws and the rules and regulations of the Association.

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- League Commissioners inform the President of all potential disciplinary situations arising from the actions of players, coaches, or parents; and work to resolve problems and interpret rules that arise from issues and/or emergencies within their division that are not provided for in the bylaws of the Association or in the rules and regulations, until such time as they may be acted upon by the President.
- The Tournament Teams Coordinators coordinate with the Treasurer to ensure that they budget for each tournament team's allowed allotment and work with the equipment manager to propose purchases or allocation of equipment as needed.
- The Tournament Teams Coordinators are responsible for planning, scheduling and managing tryouts for all age groups (Boys – 7U, 8U, 9U, 10U, 11U and 12U; Girls – 8U, 10U 12U).
- The Tournament Teams Coordinators recruit and collect coaching candidates for each team. Coaches are to be voted on and/or approved by the board.  
The Tournament Teams Coordinators recommend tournament team player fees and tournament team registration allotments to be approved by the board prior to tryouts. The Tournament Teams Coordinators work with tournament team head coaches to select and register for tournaments appropriate for their team's skill level.
- The Tournament Teams Coordinators (2 total – 1 boys and 1 girls) may vote on all board matters.

#### **Desired Qualifications**

- Strong and efficient organizational skills.
- Effective communication and interpersonal skills.
- High standards of moral and ethical conduct.
- High-energy and passionate about the success of the Association and youth sports.
- Detail-oriented and deadline-focused.

#### **IT COORDINATOR**

##### **Responsibilities:**

- The IT Coordinator is responsible for the ownership, memberships and maintenance of our electronic interface.
- The IT Coordinator is the lead contact between the Association and the contractor selected to be used for the GYS website, registration and scheduling (currently Jevin).
- The IT Coordinator works with the Treasurer to be sure any subscription/annual required fees are taken care of (i.e. URL ownership, Jevin fees, etc.) ● The IT Coordinator may vote on all board matters. **Desired Qualifications**

- Strong and efficient organizational skills.

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- IT experience.
- High-energy and passionate about the success of the Association and youth sports.
- Detail-oriented and deadline-focused.

## **WEBSITE COORDINATOR**

### **Responsibilities:**

- The Website Coordinator manages the GYS website.
- The Website Coordinator works with all League Commissioners to be sure league rules and website pages are current and accurate prior to the start of each season.
- The Website Coordinator updates the website homepage with current and upcoming information.  
The Website Coordinator works with the Tournament Teams Coordinators to be sure tournament team pages are current and accurate prior to the start of each season.  
The Website Coordinator works with the Treasurer, Secretary and Scheduling Coordinator to manage the GYS Facebook page – this includes creating posts, and responding to messages and comments.
- The Website Coordinator may vote on all board matters. **Desired Qualifications**
  - Strong and efficient organizational skills.
  - Effective communication and interpersonal skills.
  - Strong written communication skills – for a variety of mediums – web, email, social media, etc.
  - High standards of moral and ethical conduct.
  - High-energy and passionate about the success of the Association and youth sports.
  - Detail-oriented and deadline-focused.

## **SPONSORSHIP COORDINATOR**

### **Responsibilities:**

- The Sponsorship Coordinator develops a recommendation of sponsor fees to be presented to the Treasurer as part of the budget preparation process.
- The Sponsorship Coordinator is responsible for seeking out and obtaining sponsors.

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- The Sponsorship Coordinator collects all sponsor fees as approved by the board and provides documentation and fees to the Treasurer.
- The Sponsorship Coordinator seeks out and obtains other possible financial support for the Association (i.e. banners, grants, etc.)
- The Sponsorship Coordinator is responsible for distributing plaques and any other recognition materials to sponsors who want them.
- The Sponsorship Coordinator is responsible for tracking all Association sponsorships received each year.
- The Sponsorship Coordinator is responsible for collecting all sponsor logos and submitting to the Website Coordinator for posting on the website each year.
- The Sponsorship Coordinator may vote on all board matters. **Desired Qualifications**
  - Strong and efficient organizational skills.
  - Effective communication and interpersonal skills.
  - High standards of moral and ethical conduct.
  - High-energy and passionate about the success of the Association and youth sports.
  - Detail-oriented and deadline-focused.

## **FUNDRAISING COORDINATOR**

## Responsibilities:

- The Fundraising Coordinator is responsible for seeking out and obtaining fence banner sponsors.
  - The Fundraising Coordinator collects all fence banner sponsor fees as approved by the board and provides documentation and fees to the Treasurer.
  - The Fundraising Coordinator seeks out and obtains other possible financial support for the Association (i.e. banners, grants, etc.)
  - The Sponsorship Coordinator is responsible for distributing plaques and any other recognition materials to sponsors who want them.
  - The Fundraising Coordinator is responsible for coordinating.
  - The Sponsorship Coordinator is responsible for collecting all sponsor logos and submitting to the Website Coordinator for posting on the website each year.
  - The Sponsorship Coordinator may vote on all board matters. **Desired Qualifications**
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- Strong and efficient organizational skills.
  - Effective communication and interpersonal skills.
  - High standards of moral and ethical conduct.
  - High-energy and passionate about the success of the Association and youth sports.
  - Detail-oriented and deadline-focused.
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