

Article III- Powers and Duties

President

1. Direct and guide the Association.
2. Carry out the will of the board as expressed by a majority vote.
3. Represent and speak on behalf of the Association.
4. Preside at meetings of the Board.
5. Carry out such other duties as requested by the Board.
6. Supervise the League Commissioners in the performance of their responsibilities.
7. Determine when games are to be cancelled and coordinate the scheduling of makeup games.
8. Coordinate the recruitment and assignment of managers with the Commissioners of each league.
9. Appoint a Supervisor of Umpires for the Association.
10. Oversee individual responsible for communications to local news media.
11. Appoint and over-see all *ad-hoc* study committees.

Vice-President

1. Assist the President in the performance of his/her responsibilities.
2. Act for the President in his/her absence.
3. Oversee Leagues represented at Sub Committee meetings
4. Make list of field availability for practices.
5. Over-see *ad-hoc* study committees as directed by the President.
6. Undertake any such other duties assigned by the President.
7. Serve as the Rules Chairperson.

Treasurer

1. Receive all monies for deposits/disbursement and maintain the association's checking and savings accounts.
2. Keep an exact account of all receipts and expenditures of monies and all monies on hand.
3. Prepare an accurate, written and current Treasurer's report for all Board Meetings. This is defined as a financial sheet including income, expenditures, and year-to-date account balance.
4. Pay all bills in a timely manner.
5. Oversee the financial accounting for the Association.
6. Prepare all records for an annual filing with the Internal Revenue Service and State of Connecticut.
7. Prepare annual Budget for approval by the board.
8. Undertake any such duties as assigned by the President or Vice President

Administrative Coordinator

1. Handle all correspondence for the association, as directed.
2. Maintain a current list of Board Members and Team Managers.
3. Keep a record of all the meetings of the Board and the Association, and provide each board member with a copy of the minutes from each meeting.
4. Undertake other duties as assigned by the president.

Documentation Administrator

1. Maintain all documents relevant to the organization
2. Secure bylaws
3. Secure yearly revision of rules
4. Conduct team managers player evaluations at the conclusion of each season

Equipment & Uniforms

1. Select and maintain all equipment. Maintain an inventory for all equipment.
2. Establish and maintain a replacement system for all equipment.
3. Prepare bid specifications on uniforms, bats, balls and other equipment necessary for league play. Bid specifications, with type and quantity of equipment, are to be presented to the Board for approval of purchases for the next season.
4. Issue Board approved purchase orders. Forward purchase orders and invoices to the Treasurer for payment.
5. Submit a written report to the Board as to equipment replacement and purchases.

Season Coordinator

1. Coordinate with League Vice-President to prepare their respective League schedules.
2. Recommend ground rules for each field at which games in their respective Leagues are to be played.
3. Keep current standings in their respective Leagues and forward them to the President, Secretary, and Communications Representative for publication.
4. Call meetings of the team managers in their respective Leagues as necessary, to resolve questions and problems make recommendations concerning program administration and bring unresolved problems to the Board.
5. Obtain and Maintain rosters for their respective Leagues.
6. Check player eligibility by reviewing the rosters of their respective Leagues as to age, team affiliation and participation.
7. Conduct a draft of players for the various teams within a League or division in compliance with the Association player selection (draft) system.
8. Arrange for playoffs where applicable.
9. Maintain a list of players that can be made available (on a first come – first serve basis), should a team be unable to field a team of nine players due to short-term unavailability of several players.
10. Preside over player selection meetings.
11. Appoint a rules committee representative for their respective league.

Player Development & Facilities Management

1. Coordinate camps or instruction for Player and volunteer managers
2. Supervise the maintenance, repair, and improvement of all Association facilities, including, but not limited to, playing fields, snack bar, snack bar equipment, scoreboards, and fences.
2. Coordinate all volunteer work projects.
3. Obtain bids for all contract labor.
4. Report to the Board of Directors regarding the status of all facilities and work projects.

Social Media / Player Metrics Outreach

1. Promote the league by providing the Media with announcements.
2. Maintain and/or direct the operations of the league via web site and social media outlets
3. Develop with Player Development Manager player metrics and skills development

Webmaster / Scheduling / Umpires

1. Post a weekly update of the League standings on the league web site throughout the season.
2. Create, maintain, and post a yearly calendar of events
3. Undertake other duties as assigned by the president
4. Conduct annual registration.
5. Conduct annual evaluation registration.
6. Supervise and coordinate transfer of players.
7. Maintain current records of team rosters.
8. Verify player eligibility.
9. Coordinate background checks for league volunteers.
10. Coordinate coaching certifications.

Safety Director

1. Determine whether or not all playing fields and activity areas utilized by the Local League are in safe condition and to make appropriate recommendations to the Facilities Management in regard to any condition found to be deficient.
2. Coordinate with Season Coordinator regarding Certifying Safety Training for Managers and Coaches
3. Ordering and providing First Aid equipment for each team, working in conjunction with the Equipment Managers. Ensuring that a constant supply of First Aid equipment (principally cold packs) is made available
4. Preparing and delivering copies of the Annual Safety Manual to Managers and Coaches of all teams.
5. Preparing and providing Accident Report forms to Managers of all teams and instructing Managers and Coaches in the policy and procedure of form preparation.

Fundraising / Capital Projects

1. Conduct annual fundraiser.
2. Coordinate sponsorships for each League.