



LAND PARK PACIFIC LITTLE LEAGUE
BOARD OF DIRECTORS
GENERAL DUTIES AND RESPONSIBILITIES OF EACH BOARD MEMBER

President. The President shall:

- Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- Provide League leadership and ensure that the members of the Board perform their duties as prescribed in League constitution and policies and procedures.
- Present a report of the condition of the Local League at the Annual Meeting.
- Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
- Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
- Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

Vice President. Field & Ground Operations. The Vice-President, Field & Ground Operations shall:

- Ensure that the grounds and playing fields of the League are well maintained and in playing condition.
- Coordinate volunteers for field maintenance activities.
- Ensure that the facilities located on the premises are in good operating condition.
- Ensure that all necessary materials for the good operation of baseball playing fields are available at game time.

Vice President. Fund Raising. The Vice-President of Fund Raising shall:

- Develop and promote an Official LPPLL Sponsorship Program.
- Raise funds for the League to improve the facilities and programs offered to our players and coaches.
- Coordinate League fund raising events.

Vice President. Equipment Coordinator. The Vice-President, Equipment Coordinator shall:

- Inventory, maintain, purchase, disseminate equipment for the League.
- Ensure that equipment is returned to the League.

Vice President. Uniform Coordinator. The Vice-President, Uniform Coordinator shall:

- Inventory, purchase and disseminate uniforms to teams in the League
- Ensure that uniforms are returned in good condition to the League (if applicable).

Player Agent(s). The Player Agent(s) shall:

- Record all player transactions and maintain an accurate and up-to-date record thereof.
- Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- Prepare the Player Agent's list (name and league age of all qualified and eligible participants).
- Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- Notify Little League Headquarters of any subsequent player replacements or trades.
- In collaboration with the President, schedule games.

Public Information Officer. The Public Information Officer shall:

- Manage the League's official homepage.

- Ensure that League news and scores are updated on a regular basis.
- Collect, post, and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, district, public, league members and media.
- Serve 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 Baseball.

Safety & Coaching Officer. The Safety & Coaching Officer shall:

- Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
- Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and provide that medical and other data is available.
- Represent coaches/managers in league.
- Present a coach/manager training budget to the board.
- Promote League-wide training programs.
- Order and distribute training materials to players, coaches and managers.
- Coordinate mini-clinics as necessary.
- Serve as the contact person for Little League and its manager-coach education program for the League.

Secretary. The Secretary shall:

- Be responsible for recording the activities of the League and maintain appropriate files, mailing lists and necessary records.
- Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the League, the Board of Directors and Committees.
- Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- Conduct all correspondence and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- Opening Day coordinator.

Snack Shack Coordinator. The Snack Shack Coordinator shall:

- Ensure the effective operation of the League's Snack Shack.
- Coordinate volunteers to staff the Snack Shack.
- Purchase food and supplies for the Snack Shack

Treasurer. The Treasurer shall:

- Receive all monies and securities, and deposit it in a depository approved by the Board of Directors.
- Keep records for the receipt and disbursement of all monies and securities of the League, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League Headquarters.

Revised December 2010