**EXECUTIVE BOARD POSITIONS ARE AS FOLLOWS**:

**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 Little League International. The President must see to it that the league personnel are properly briefed on all phases of rules, regulations, and policies of Little League. The league President is the contact between the local organization and Little League International.

**VICE PRESIDENT:** presides in the absence of the President; works with other officers and committee members and carries out such duties and assignments as may be delegated by the President.

**SECRETARY:** maintains a register of members and directors; records the minutes of meetings; is responsible for sending out notice of meetings, and maintains a record of the league's activities.

**TREASURER:** signs checks co-signed 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 and assumes the responsibility for all league finances.

**COMMISSIONER:** maintains order within the organization at all times. It is the commissioner’s responsibility to enforce the rules. Is at all disciplinary hearings.

**BOARD POSITIONS ARE AS FOLLOWS:**

**T-BALL PLAYER AGENT**: Player Agent has the responsibility of conducting evaluations, maintaining the waiting list of players not yet on a roster, and placing players onto rosters. The Player Agent conducts all Drafts. The Player Agent is also the interface between any parents/players and the board. It is his/her responsibility to insure fairness within the league. The Player Agent cannot manage a team or have a child in the same division (excluding T-Ball and Single A)

**SINGLE A PLAYER AGENT**: Player Agent has the responsibility of conducting evaluations, maintaining the waiting list of players not yet on a roster, and placing players onto rosters. The Player Agent conducts all Drafts. The Player Agent is also the interface between any parents/players and the board. It is his/her responsibility to insure fairness within the league. The Player Agent cannot manage a team or have a child in the same division (excluding T-Ball and Single A)

**AA PLAYER AGENT**: Player Agent has the responsibility of conducting evaluations, maintaining the waiting list of players not yet on a roster, and placing players onto rosters. The Player Agent conducts all Drafts. The Player Agent is also the interface between any parents/players and the board. It is his/her responsibility to insure fairness within the league. Checks scorebooks to ensure all players are getting required playing time and facilitates All-Star selection process. The Player Agent cannot manage a team or have a child in the same division (excluding T-Ball and Single A)

**AAA PLAYER AGENT**: Player Agent has the responsibility of conducting evaluations, maintaining the waiting list of players not yet on a roster, and placing players onto rosters. The Player Agent conducts all Drafts. The Player Agent is also the interface between any parents/players and the board. It is his/her responsibility to insure fairness within the league. Checks scorebooks to ensure all players are getting required playing time and facilitates All-Star selection process. The Player Agent cannot manage a team or have a child in the same division (excluding T-Ball and Single A)

**MAJORS PLAYER AGENT**: Player Agent has the responsibility of conducting evaluations, maintaining the waiting list of players not yet on a roster, and placing players onto rosters. The Player Agent conducts all Drafts. The Player Agent is also the interface between any parents/players and the board. It is his/her responsibility to insure fairness within the league. Checks scorebooks to ensure all players are getting required playing time and facilitates All-Star selection process. The Player Agent cannot manage a team or have a child in the same division (excluding T-Ball and Single A)

**JUNIORS PLAYER AGENT**: Player Agent has the responsibility of conducting evaluations, maintaining the waiting list of players not yet on a roster, and placing players onto rosters. The Player Agent conducts all Drafts. The Player Agent is also the interface between any parents/players and the board. It is his/her responsibility to insure fairness within the league. Checks scorebooks to ensure all players are getting required playing time and facilitates All-Star selection process. The Player Agent cannot manage a team or have a child in the same division (excluding T-Ball and Single A)

**SNACK BAR INVENTORY/PURCHASING:** In charge of keeping snack bar well inventoried and any other purchasing that may be required.

**SNACK BAR SCHEDULER**: In charge of finding and/or scheduling all workers for snack bar shifts.

**UMPIRE IN CHIEF:** Recruits and/or confirms umpires for the upcoming season, and prepares all league umpires for the upcoming season. Assigns the umpires to the game schedule, creates a sub list for any assigned game conflicts, processes pay slips for the Treasurer, holds one training/informational meeting to go thru local rules or significant rules changes.

**SPONSORSHIPS/FUNDRAISERS**: Is responsible for sending sponsorship renewal letters to previous sponsors. Attempts to solicit new sponsors. Responsible for collecting all sponsorship fees and distributing plaques to sponsors. Responsible for finding ways to raise money for the operation of the league.

**EQUIPMENT MANAGER**: Keeping an inventory and holding down the league's costs are a priority. Making certain that all teams are properly equipped with safe gear is also a priority. The Equipment Manager should not only take inventory, but ensure that all equipment is in good working order. The Equipment Manager is responsible for all baseball equipment.

**FIELD MAINTENANCE OFFICER:** Responsible for the conditions of all fields. Is in direct contact with the City of Canyon Lake for any field maintenance problems/issues. Insures proper field equipment (rakes, chalk, chalk liners, sponges, etc.) are available at all fields. Supervises work days at the fields

**COMMUNICATIONS OFFICER:** The commitment in this role is to produce flyers (when appropriate), but mostly to generate the Email blasts regarding league information and updates, and maintain the Canyon Lake Little League website and Facebook Page with news, scores, sponsors, schedules for practices and games, concession stand shifts, and umpire assignments, as well as handle the details for creating the on-line registration and survey forms.