**Vice President**: The Vice President shall:

(a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office;

(b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President;

(c) Schedule all Fall and Spring games including any games which are cancelled by the Board and need to be rescheduled. Also, provide the Concession Manager and Team Parent Coordinator with all schedules and applicable changes;

(d) Schedule board members for the opening and closing of concession stands for spring and fall seasons as well as all tournaments.

**Secretary**: The Secretary shall:

(a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records;

(b) 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;

(c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees;

(d) 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;

(e) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed;

(f) Notify Members, Directors, Officers and committee members of their election or appointment.

**Treasurer**: The Treasurer shall:

(a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors;

(b) Receive all monies and securities, which shall be deposited weekly in a depository approved by the Board of Directors;

(c) Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Auxiliary, 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;

(d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting;

(e) 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 International;

(f) Be responsible for notification and collection of all balances due to the local league;

(g) Prepare and file all associated taxes and filings as per Federal and State regulations.

**Player Agent Baseball/Softball**: The Player Agent shall:

(a) Record all player transactions and maintain an accurate and up-to-date record thereof;

(b) Receive and review applications for player candidates and assist the President in verifying residence and age Eligibility;

(c) Conduct the tryouts, the player draft and all other player transaction or selection meetings;

(d) Prepare the Player Agent’s list;

(e) Prepare for the President’s signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit;

(f) Notify Little League International of any subsequent player replacements or trades;

(g) Provide the President, Vice President and Managers with up-to-date team rosters and schedules;

(h) Schedule Managers for clean-up duty for all Fall and Spring games as well as Tournaments if it becomes necessary.

**Safety Officer**: The Safety Officer shall:

(a) Work together with the President and/or the Vice President to determine the playability of the fields due to any safety or weather related issues or concerns. If it is determined that game cancellation is necessary, the webmaster must then be contacted and the rainout information telephone message updated by the board member(s) who have made that determination;

(b) 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;

(c) Develop and implement ASAP Safety Plan for increasing safety of activities, equipment and facilities through education, compliance and reporting – Submit completed ASAP Safety Plan to Little League International by required date;

(d) Coordinate mandatory training and safety classes for the managers and coaches – maintain an updated list of persons who have attended and those who need to attend;

(e) Assist the President in conducting all necessary Little League required background checks for managers, coaches and Volunteers that will have repeated access to the players;

(f) Follow up on all incidents or near incidents, and prepare a report for the President to review with the board of directors;

(g) Enforce safety rules and regulations at the park and on the fields when an issue has been observed or reported.

**Concession Stand Manager**: The Concession Stand Manager shall;

(a) Ensure all concessions have available adequate food, drink, paper products and condiments – provide the President with an updated list of items needed for purchase;

(b) Maintain the inventory, tracking, and stocking of all concession items;

(c) Ensure that weekly sales and expenses are reported with paper backup to the treasurer so that accurate sales tax may be filed and invoices paid;

(d) Ensure that all concessions are in adequate condition to pass the health department inspections on a quarterly basis and equipment is in safe working order. Equipment shall include fire extinguishers which are inspected on an annual basis;

(e) Ensure that costs are kept within limits to guarantee minimal waste;

(f) Review game schedules and concession requirements with the Team Parent Coordinator;

(g) Ensure that adequate monies for all shifts are supplied in order to make change for customers;

(h) Ensure that cash register is totaled at the end of each day, the proper paperwork is in order for the treasurer, and the money is deposited into the safe;

(i) Work with safety officer on any areas of safety concerns;

(j) Ensure that the concession stands are kept in clean, sanitary condition.

**Equipment Manager**: The Equipment Manager shall:

(a) Maintain an accurate inventory of all baseball and softball equipment;

(b) Be responsible for the proper issuance of needed supplies and equipment as well as for the return, repair, cleaning and storage thereof at the close of the season;

(c) Maintain accurate records of the distribution and collection of all equipment for each manager/team by filling out and having signed the appropriate inventory form;

(d) Collect all equipment from all managers within one week of final game of the season;

(e) Coordinate with the President and Vice President to establish future equipment needs and requirements;

(f) Submit all equipment requests to the Board of Directors for approval;

(g) Ensure all invoices are submitted to the Treasurer in a timely manner;

(h) Maintain all field equipment, equipment storage areas, scoring equipment and any other baseball/softball equipment maintained or owned by the local league.

**Uniform Manager**: The Uniform Manager shall:

(a) Recommend yearly budget for uniforms;

(b) Collect at least 2 bids to present to board of directors;

(c) Coordinate team colors and designs for team shirts;

(d) Work with Player Agents to coordinate sizes and team requirements

(e) Finalize orders;

(f) Organize and schedule distribution of uniforms upon arrival each season.

**Umpire-in-Chief**: The Umpire-in-Chief shall:

(a) Recruit, Interview and recommend to the President for appointment a staff of umpires, including replacements;

(b)Train, observe and schedule the staff for all applicable divisions and games;

(c) Provide the Vice President with a schedule of games and assigned umpires.

**Team Parent Coordinator**: The Team Parent Coordinator shall:

(a) Coordinate with the Vice President for team rosters, the Vice President for game schedules and the Concession Manager to schedule volunteer duties for all concession locations during the fall and spring seasons;

(b) Schedule volunteer duties for all tournament at all concession locations;

(c) Provide all team parents with all necessary information, including volunteer schedules prior to the first game of the season;

(d) Ensure that all team parents are notified of volunteer schedules in sufficient time prior to tournaments;

(e) Post the appropriate up-to-date concession volunteer schedule at the concession stand;

(f) Train all team parents on food preparation, how to properly open and close concession stands, and cleaning methods;

(g) Work with Concession Stand Manager in all areas of concession duties.

**Sponsorship/Fundraiser Coordinator**: The Sponsorship/Fundraiser Coordinator shall:

(a) Set sponsorship goals for the year;

(b) Contact prior year’s sponsors for upcoming season;

(c) Follow up on leads and send necessary information to potential new sponsors;

(d) Ensure sponsor recognition through website, banners, signs, uniforms, etc.;

(e) Coordinate with Uniform Coordinator on team sponsorship information;

(f) Provide proposals to the board of directors for ordering banners, signs, plaques, etc.;

(g) Communicate with Secretary for sponsorship thank you letters;

(h) Invite sponsors to league activities such as opening ceremonies;

(i) Communicate fundraising ideas/plans to the Board of Directors and coordinate any fundraising activities.

**Head Scorekeeper**: The Head Scorekeeper shall:

(a) Conduct annual training for all new and returning scorekeepers for each division;

(b) Provide necessary supplies for team scorekeepers – official score book, lineup card, pencils, pens, instruction sheet, and team binder;

(c) Update the Northridge Little League website of statistics, scores and standings;

(d) Conduct random inspections to ensure that score keepers are doing their job correctly.

**Field Maintenance Manager:** The Field Maintenance Manager shall:

(a) Recommend yearly itemized budget for improvements, maintenance, and field preparation;

(b) Collect at least 2 bids for major projects (in excess of $300.00), and present to board of directors;

(c) Coordinate field maintenance days – have sufficient projects available for volunteers;

(d) Maintain and organize the equipment room for access to equipment and products;

(e) Maintain appropriate quantities of game day items, examples: chalk, clean out tools, absorb all type material, clay mixture for mounds and batters boxes, etc…;

(f) Schedule and coordinate any major repairs to fields or facilities to ensure minimal disruption to games and practices;

(g) Address safety concerns with appropriate parties;

(h) Work with Sunrise Parks & Recreation for repairs, upgrades and alterations to the facility.