



CGAA Softball Board of Directors Roles and Responsibilities

Duties and responsibilities of elected Officers:

The President shall:

Preside over all meetings of the General Membership and Board of Directors.

Represent the Softball Division at all CGAA INC. meetings.

Be a member ex-officio of all Division Committees.

Establish ad hoc committees, as necessary.

Enforce all laws, rules, and regulations of the Division.

Committee Membership includes but not limited to:

The President may choose to sit in on any committee as the situations dictates.

The Vice President shall:

Perform all of the duties of the President in the absence of the President.

Assist the President in performing any duties assigned to the President.

The Vice President must be a member of the current Board of Directors.

The Vice President shall be elected by a vote of the Board of Directors held at the September Board of Directors meeting each year.

The Vice President's voting rights are based on their current position on the Board of Directors.

Committee Membership includes but not limited to:

Team Formation Committee (In House & Traveling)

Coaches Selection Committee (In House & Traveling)

The Director of the In House and Women's Leagues shall:

Perform all of the duties of the President in the absence of the President and Vice President.

Be responsible for organizing the In House League (Junior & Senior) and Women's League consisting of:

Rookies, Minors, Majors divisions and Women's League.

Oversee the formation of all teams within the league.

Organize and run all tryouts in any division where it is necessary.

Enforce all laws, rules, and regulations in the In House Junior & Senior and Women's Leagues (see appendix for the game rules of each division within the leagues)

Manage the background check process for all Head Coaches & Assistant Coaches

Assist in the scheduling of all umpires with the Umpire Director in all leagues.

In coordination with the South East Metro League (SEML).

Be a voting member of the Protest Committee.

Be a member ex-officio of all committees under their jurisdiction.

Work with the Treasurer, Director of Events & Promotions, Director of Tournaments, and the Director of Fields & Administration regarding logistics for the following:

Annual In House Tournament

All Star Game Tournament

In coordination with the South East Metro League (SEML) Commissioners.

Any expenses relating to the league(s)

Attend all South East Metro League (SEML) meetings, work with the Commissioners on creating practice/game schedules, facilitating the coaches meeting and all communications to the In House Junior & Senior League membership.

Respond to all In House Junior & Senior League and Women's League questions.

Bring any updates to the CGAA Softball Board of Directors.

Committee Membership includes but not limited to:

Team Formation Committee (In House)

Coaches Selection Committee (In House)

The Director of Traveling League shall:

Perform all of the duties of the President in the absence of the President, Vice President, Director of the In House & Women's League.

Responsible for organizing the Traveling Softball League.

Coordinate the Traveling Coaches Interviews and Selection Committee

Coordinate the annual Traveling Softball League Tryouts

Coordinate the Traveling Team Formation process and Committee

Attend all Tri County and Minnesota Softball Governing bodies meetings on behalf of CGAA Softball.

Responsible for coordinating annual fall ball registration.

Recruits and selects fall ball coaches.

Register fall ball teams and submit entry fees.

Promote fall ball league to the In House Leagues, Traveling teams and Club team(s).

Submit completed rosters to all fall ball coaches.

Responsible for coordinating dome ball teams and tournament teams.

Enforce all laws, rules, and regulations of the Softball Traveling League.

Be a voting member of the Protest Committee.

Be a member ex-officio of all committees under their jurisdiction.

Respond to all Traveling League questions.

Committee Membership includes but not limited to:

Minnesota Pride Committee

Team Formation Committee (Traveling)

Coaches Selection Committee (Traveling)

The Secretary shall:

Perform all of the duties of the President in the absence of the President, Vice President, Director of the In House Senior League, Director of the In House Junior League, and Director of Traveling League.

Record the minutes of all CGAA Softball Board and General Membership meetings, distribute and publish copies of the minutes.

Ensure minutes are provided to the CGAA Main Board monthly.

Be a member ex-officio of all committees under their jurisdiction.

Co-Chair the Coaches and Volunteer Appreciation Dinner.

The Treasurer shall:

Keep all financial records, books and documents pertinent to the CGAA Softball Division.

Including all applicable Traveling League individual team budgets

Prepare the annual CGAA Softball Division budget (income and expenses) for the approval of the CGAA Softball Board

Reviewed and voted in on the month of October

Submit approved annual CGAA Softball Division budget to CGAA INC. Board

Due in the month of November

Present a summary report for the disbursement of all funds at each CGAA Softball Board meeting or upon request.

Be a member ex-officio of all committees under their jurisdiction.

Work closely with the Equipment Manager and the CGAA INC Treasurer and Bookkeeper.

Committee Membership includes but not limited to:

The Minnesota Pride Committee

The Director of Fields and Administration shall:

Be responsible for scheduling all the CGAA Softball games, practices, and batting cage times.

Work with the City of Cottage Grove Park and Recreation Department in formation of a long-range field usage plan.

Responsible for scheduling indoor training time during winter months.

Responsible for umpire coordination for the CGAA Softball Division.

Co-Chair the Coaches and Volunteer Appreciation Dinner.

Chair the Rules Committee Meeting

Periodically check on the conditions of all fields used by CGAA Softball and report any deficiencies, difficulties, or problems to the CGAA Softball Board and the City of Cottage Grove Parks & Recreation Department.

The Equipment Manager shall:

Be responsible for purchasing, distribution, storage, control and maintenance of all CGAA Softball equipment.

Schedule equipment hand in/hand out for each season.

Maintain an accurate inventory of all equipment in storage and distributed for insurance purposes.

The Director of Events & Promotions shall:

Be responsible for scheduling and distribution of all CGAA Softball team and individual pictures.

Chair the In House Tournament working with the Director of the In House & Women's Leagues.

Co-Chair the Coaches and Volunteer Appreciation Dinner.

Be a member ex-officio of all committees under their jurisdiction.

Co-Chair with the Director of Tournaments to coordinate concessions at all tournament sites.

Coordinate and Chair all fundraising activities for both In House and Traveling leagues

Work closely with the CGAA Gambling Manager to approve all gambling fundraising activities.

Report all fundraising activities to the CGAA Softball Board.

Be responsible for obtaining team uniforms and spirit wear for teams in all Leagues and Divisions.

Team uniform samples shall be provided annually in the month of December for CGAA Softball Board approval.

Coordinate the scheduling of team uniform fitting events.

Be responsible for ordering any team specific promotional materials (i.e. banners or signage).

Be responsible for all awards and trophies that are handed out in conjunction with league championships, tournaments, and league participation.

The Director of Communications shall:

- Be responsible for updating the program's website.
- Email updates to the current subscriber list.
- Maintain the Registration and Mailing List.
- Be responsible for informing the Membership of upcoming events through email and social media.
- Be responsible for coordinating Membership Surveys with the assistance of the Director of Traveling and Director of the In House & Women's League.

The Director of Player Development shall:

- Recruit coaches and players.
- Conduct Coaches and Players clinics.
- Organize Coaches and Player clinics run by Park High School Coaches and Players.
- Organize other outside clinics/clinicians as appropriate.
- Manage all aspects including staffing, planning and the administration of clinics and winter gym time.
- Oversee pitching and catching Coaches
- Schedules
- Compensation
- Work with the Director of Fields & Administration to schedule space for clinics and winter gym time.
- Reports to appropriate Director regarding all training activities.
- Maintain communication between the Park High School program and CGAA Softball Coaches.
- Promote all activities of all clinics
- Coordinate communication of activities with the Director of Communications.
- Committee Membership includes but not limited to:
 - Team Formation Committee (In House & Traveling)

The Director of Tournaments shall:

- Be responsible for all duties associated with running all tournaments hosted in the City of Cottage Grove by CGAA Softball.
- Coordinate and schedule DIBS volunteer sessions, and other help needed to run the tournaments hosted in the City of Cottage Grove by CGAA Softball.
- Secure Tournament dates.
- Advertise tournament.
- Appoint tournament Umpire in Chief.

Acquire City permits and appropriate sanctioning (ASA, MMFL, MN Softball as examples).

Coordinate with appropriate League Director and Director of Fields & Administration for securing fields.

Co-chair with the Director of Events & Promotions to coordinate concessions at all sites.

Coordinate and schedule volunteer schedules through DIBS

Ensure DIBS are marked as completed within NGIN

Committee Membership includes but not limited to:

The Minnesota Pride Committee

The Member at Large I:

Responsible to participate in regular CGAA Softball Board Meetings.

Complete any duties assigned by any CGAA Softball Board Member or Committee Chair.

Assist the Director of Tournaments with the DIBS volunteer scheduling, including marking as completed within NGIN.

Assist with creating, opening, closing, and general administration of all registration sessions within NGIN.

Maximum term limit as the Member at Large I is two (2) years

The Member at Large II:

Responsible to participate in regular CGAA Softball Board Meetings.

Complete any duties assigned by any CGAA Softball Board Member or Committee Chair.

Committee Membership includes but not limited to:

Team Formation Committee (In House & Traveling)

Maximum term limit as the Member at Large II is two (2) years

The Past President:

Is an At Large Member and does not have voting privileges at regular CGAA Softball Board Meetings.

Facilitate the transition to the new President in the workings of each Board position to maintain efficiency and timing throughout the seasons.

Support current President in decisions regarding enforcement of all laws, rules, and regulations.

Will support the views of the General Membership in all issues.

Responsible to participate in regular CGAA Softball Board Meetings.

Additional duties may be assigned by the President or Committee Chair.

Participate in discussions and help with league activities.