

## **MMGS Board Position Descriptions**

### **President**

**Prerequisites:** A Board member must serve two consecutive years prior to candidacy in order to be elected for President. In the event no candidate meets this requirement, this standard is waived. Must be able to pass a Background check.

**Responsibilities:** The President if the Chairman of the Board of Directors, presides over all Board, General, and Special Meetings, will coordinate all League activities, is Chairman of the Executive Committee, is an Ex-Officio member of all committees, and will report to the Board when necessary or as directed. It is preferred that any candidates for this position, have served a minimum of two years on the MMSG Board to be eligible. (Should no current, eligible Board Members elect to run for this position, then this standard can be waived.) Attends USA Softball and City of Mira Mesa Rec meetings as required.

### **Vice-President**

**Prerequisites:** A Board member must serve two consecutive years prior to candidacy in order to be elected for Vice President. In the event no candidate meets this requirement, this standard is waived. Must be able to pass a Background check.

**Responsibilities:** It shall be the duty of the Vice-President, in the absence of the President, to perform all the duties of the President and to exercise all powers and restrictions as the President. Attends USA Softball and City of Mira Mesa Rec meetings as required. The Vice-President shall be in charge of all activities relating to Tournament Play. Handles all insurance claims and presents them to the Board. It is preferred that any candidates for this position, have served a minimum of two years on the MMSG Board to be eligible. (Should no current, eligible Board Members elect to run for this position, then this standard can be waived.)

### **Treasurer**

**Prerequisites:** A Board member must serve two consecutive years prior to candidacy in order to be elected for Vice President. In the event no candidate meets this requirement, this standard is waived. Must be able to pass a Background check.

**Responsibilities:** The Treasurer will be responsible for depositing all funds in the bank account of the League, will sign all checks when directed by the Board, will present a financial report at the end of each League year, and will make annual reports to the IRS as required in coordination with the Legal/Tax Advisor to the League. The Treasurer will be responsible for all activities under the direction of the Snack Bar Representative, and Parent Representative.

### **Secretary**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** The Secretary will keep the permanent minutes of all meetings as directed and will give a copy to the President, will be in charge of all correspondence, will keep current membership rolls, will maintain a permanent file of all League business and activities, and will report to the Board of Directors. The Secretary will be responsible for all activities under the direction of the Public Relations Representative.

### **Player Agent**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** Is the liaison between coaches and players if issues arise. Oversees and coordinates Evaluation check-in, creates evaluation and check in sheets based on registrations and provides Head Coaches for all divisions with needed evaluation paperwork. Responsible for making sure rules and regulations are updated accordingly. Oversees and organizes player drafts which includes providing necessary paperwork to coaches. Responsible for creating teams and adding players to roster based on player drafts. Responsible for all new additions and drops of players to team roster. Confidentially maintains the waiting list and helps recruit players when needed. Player Agent shall have access to complete and current file of all player information, and registration forms. Player information shall be kept confidential and not released for reasons other than League business. Player Agent will maintain all player injury reports. Works directly with President, UIC and Secretary. Attends USA Softball meetings, as required.

### **USA Softball Liaison**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** Is responsible for getting all the players, managers, coaches, team parents and board members registered with USA Softball and background checked. He/She will verify all pertinent information in regard to players ages and dates of birth. He/She will insure all returning players, managers, coaches, team members and board members are re-registered every year and ensure new players are registered when they join the league. The USA Softball Liaison is also responsible for getting the annual Bollinger insurance documentation for the league.

### **Fields & Equipment Rep**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** Ensure that the league has sufficient quantities of equipment which meet USA Softball safety standards for play to support each team in each division. Ensure the league has a sufficient number of USA Softball approved balls for each division. Ensure that the league has sufficient quantities of all field maintenance equipment to include field chalk and that all equipment is serviceable and in good working order. Communicate to the league all items that need to be ordered and or replaced and submit a written request to the executive board for approval prior to ordering. Provide training to Managers and Coaches on how to game prep their fields and general field maintenance functions. Be the leagues liaison with the Mira Mesa rec Council and attend the rec council meetings which are held the first Tuesday of every month at Lopez Ridge Park.

### **Assistant Tournament Director**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** Assist's the Vice President in planning, coordinating and delegating all activities related to the Mira Mesa Runway Classic Tournament.

### **Member at Large**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** Acts as Liaison between general membership and the BOD. The Member at Large serves to get input, provide feedback, and become a spokesperson for the general membership of the league. Works closely with the President, Parent representative, and player agent.

### **Fundraiser/Sponsorship Coordinator**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** He/She shall work closely with the Treasurer and Secretary and be responsible for coordinating all fundraising activities and finding sponsorships for MMGS. He/She shall propose fundraising activities and a budget for each season to the Board for approval and shall conduct such fundraisers in accordance with the policies adopted by the Board. He/She shall work to distribute the fundraising activity to the teams. Fundraiser/Sponsorship Coordinator is responsible for collecting all money and turning it into the treasurer. He/she will provide the BOD with a written financial update at the board meeting following the close of each fundraising activity/event. He/She shall solicit sponsors for the League by contacting local businesses and working with coaches on finding team sponsors. He/she will act as a liaison between the League and their sponsors. He/She's will track all league and team sponsorships. He/She is responsible for delivering sponsor thank you letters. He/She shall coordinate with the league Treasurer for sponsor receipts. He/She is responsible for ordering and displaying sponsor banners (when applicable) during the season. The He/She is responsible for giving complete information to Webmaster for posting on MMGS website and is responsible for making sure sponsors are prominently displayed (when applicable) during the season.

### **Public Relations Coordinator**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** Produces and distributes League newsletters and registration fliers to all schools, daycare facilities, sporting goods stores and other local establishments within Mira Mesa and adds content to the social network. Submits news items to local papers. Is responsible for any public relations items that may arise or deemed necessary. Obtains and distributes Player of the Game certificates for Spring and Fall Seasons to the Divisional V.P.'s. Provides photography for all events including but not limited to Opening and Closing Day, fundraisers and the All Star Tournament. Will attend City of Mira Mesa Town Council meetings when needed as a Board representative.

### **Uniform Coordinator**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** Seeks bids (multiple\*) and over sees production, ordering of correct sizes, delivery and distribution of team uniforms for Spring, All Stars and Fall seasons, while keeping within approved budget as established and approved by the Board. Responsible for ordering and collecting monies for additional apparel.

### **Parent Representative**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** Organizes team parents and sees that they are up to date with League functions and activities. Addresses parents during parent meetings for all seasons to let them know of their responsibilities and to distribute information concerning league operations such as upcoming fundraisers, important dates, and Opening Day information to the team parent of each team and continue to act as a liaison between the league and the team parent through the season. Works closely with the Member at Large, President and Secretary.

### **Web Master**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** The Webmaster is responsible for ensuring all information on the league web site is accurate and current. The Website Director shall post to the website all League documents, forms, announcements, schedules, scores, standings, and other information as directed by the Board. The Webmaster will also serve as the primary administrator of all league technology. This includes but is not limited to the league website, league domain names, league email and data services, and social media. The President, Vice President, and Secretary will serve as a back up to the Webmaster and will have knowledge and access to all technology sites and services managed by the Webmaster.

### **Safety Coordinator**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** The Safety Coordinator is responsible for ensuring that all Board Members, Managers, Coaches and Team Parents have received the proper safety and first aid training as required by the USA Softball Yellow book. He/She is also responsible for maintaining a sufficient number first aid supplies on hand to outfit each team and also the snack bar. He/She will ensure the timely submission of all accident and injury reports to the board of directors and monitor the outcome of these reports and the player's medical condition and to ensure no player is returned to full playing status unless properly cleared by a medical professional.

### **Snack Bar Coordinator**

**Prerequisites:** Must be able to pass a Background check.

**Responsibilities:** Shall be responsible for all purchases, food sales, and the scheduling of assignments for the staffing of the snack bar, as directed by the Board for Spring, Fall and All Star seasons. Must report all sales and disbursements to the Treasurer.