

2020 Hamilton Fairfield Little League Board Descriptions

All board positions are one-year commitments, starting in October. HFLL board meetings are generally held monthly and board members are required to attend. Elections for a new Board of Directors are held every September.

Please note that this document was created to provide a brief description of each Board members responsibility. The official references of Board responsibilities are located at <http://www.littleleague.org/leagueofficers/BODRoles.htm>.

President:

- A. Conduct the affairs of the HFLL and execute policies established by the Board Directors.
- B. Present a report on the condition of the HFLL at the annual meeting.
- C. Communicate to the Board Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the HFLL.
- D. Be responsible for the conduct of the HFLL.
- E. Prepare and submit an annual budget with the Treasurer.
- F. Investigate complaints, irregularities and conditions detrimental to HFLL and report them to the Board as circumstances warrant.
- G. 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.
- H. Receives all communication from little league headquarters.
- I. Represents the HFLL at the District meetings.

Vice President:

- A. In case of the absence, disability, or resignation of the President, the Vice President shall perform the duties of the President until a special election can be held to elect a new President.
- B. Responsible to the President and Board Directors in carrying out all operational functions of the HFLL.
- C. VP makes determination each day of whether fields are playable for games.
- D. Manage Field Prep day in March and Field Shutdown day in October (after Fall Ball).

Secretary:

- A. Responsible for recording the activities of the HFLL and maintaining appropriate files, background checks, mailing lists, and necessary records.
- B. Prepare the agenda for all regularly scheduled meetings. Items to be covered are submitted by the Executive board members.
- C. Keep minutes of the HFLL Board meetings and file them.
- D. Prior to the Board meeting, provide a copy of the agenda to all Board members.
- E. 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.
- F. 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.
- G. Notifies members, directors, officers, and committee members of their election or appointment.

Treasurer:

- A. Receives all moneys and securities and deposits same in depository.
- B. Keep accurate records for the receipt and disbursement of all moneys and securities using General Accounting Practices.
- C. Approve all payments and draw checks where necessary.
- D. Prepare and submit an annual budget with the President.
- E. Prepare an annual financial report for submission to the Board of Directors and Little League Headquarters.
- F. Prepare and submit a financial report at each monthly HFLL Board meeting.
- G. Receive and pay all bills.
- H. Shall arrange for the tax records to be submitted to the IRS by February 15th, preserving the league 501 3(c) status.

Player Agent:

- A. Maintain and keep accurate records of all player transactions.
- B. Receives and reviews registration forms for player candidates and ensures player eligibility.
- C. Conducts player try-outs and player draft.
- D. Collects all registrations
- E. Submits all monies collected from registrations to the treasurer on a weekly basis.
- F. Prepares and maintains the list of all players in the HFLL.
- G. Prepares and maintains the rosters for all teams.
- H. Submits rosters to Little League International.

Safety Officer:

- A. Coordinates all safety activities.
- B. Coordinates with the local Red Cross an annual CPR class for all managers and coaches within the league.
- C. Ensures with the Coaching Coordinator that all player equipment is safe for its intended use.
- D. Train all managers and coaches with the league Safety Plan.
- E. Ensures safety in player training.
- F. Ensures safe playing conditions.
- G. Lead all investigations of injuries sustained by players during Little League activities and within 24 hours of the injury. Will complete all necessary reports and submit them to Little League HQ in Williamsport, PA with 48 hours of the injury.
- H. Performs routine checks of any possible safety hazards throughout the park.
- I. Coordinates prevention and reporting of injuries.
- J. Solicits suggestions for making conditions safer at HFLL.
- K. Responsible for updating the A.S.A.P. Safety Manual.
- L. Conducts and maintains all background checks for HFLL volunteers.

Umpire Coordinator:

- A. Responsible for organizing the HFLL umpire association.
- B. Responsible for organizing and running the umpires.
- C. Responsible for training and scheduling umpires including a pre-season clinic.

League Directors:

- A. Will maintain a positive philosophy among the HFLL division managers, players, and members.
- B. Responsible for recruiting managers and coaches and conducting a meeting to discuss league policy and procedure.
- C. Provides written copies of the HFLL rules and regulations and HFLL bylaws to all managers and coaches.
- D. Responsible for communicating Board directives to managers and coaches
- E. Order and distribute training materials to players, coaches and managers.
- F. Present a coach/manager training budget to the board.
- G. Assists with the Williamsport All-Star player and manager selection.
- H. Assists with equipment distribution and collection.

Girls' Softball Director:

- A. Will maintain a positive philosophy among the HFLL softball managers, players, and members.
- B. Responsible for recruiting any softball coaches and managers and conducting a meeting to discuss league policy and procedure.
- C. Provides written copies of the HFLL rules and regulations, HFLL by-laws, and the HFLL constitution to any softball managers and coaches.
- D. Responsible for communicating Board directives to softball managers and coaches.
- E. Assists with equipment distribution and collection.

Information Officer:

- A. Responsible for maintaining the HFLL web site (www.HFLL.org)
- B. Responsible for disseminating the game schedule to the public and all teams.
- C. Screens and returns emails from the HFLL email. Distributes messages to Board Members where necessary.
- D. Manage the online registration process and ensure that league rosters are maintained on the site.
- E. Assists in the solicitation of league sponsorships.
- F. Responsible for HFLL publicity, including social media.

Public Relations:

- A. Responsible for media relations and coordinating activities with public officials.
- B. Responsible for marketing and creating public awareness of HFLL.
- C. Responsible for acquiring sponsors.
- D. Responsible for fundraising activities.