

## League Officer Role and Responsibilities

### President

The President is responsible for presiding over the administration of the League and is accountable to the Board of Directors. This individual shall provide the leadership to promote the principles and philosophy of the Little League Baseball program. Specifically the duties include the following:

- As chief administrator, the President appoints all managers, coaches, umpires, and committees subject to board approval.
- Preside at all League meetings and assumes full responsibility for the operation of the local League.
- Receives all mail and supplies from LLBB Headquarters.
- Communicates to all League personnel the rules, policy, and regulations of LLBB.
- Attend District meetings once per month.
- Certify all rosters and tournament applications to the District and to LLBB headquarters.
- Should be the most informed officer of the League relative to operational regulations and submit for the authorization of the annual charter, which binds all members of the League to faithfully observe the regulation of LLBB.
- Personify the best public image in reflection to the community at large.
- Execute all agreements or contracts that bind the League financially or in any other manner.
- Prepare and submit an annual operating budget to the board and be responsible for its proper execution thereof.

### Vice President (LL Div and Sr. Div)

- Presides in the absence of the President or acts on behalf of the President when the President expressly makes such delegation
- Reviews and submits the game schedule to the board for approval to assure balance with the respective divisions.
- Acts as an ex-officio member of all committees and carries out assignments as may be delegated by the President.
- Reviews and submits Division Ground Rules for board approval.
- Coordinates Division Director activities and is the primary contact for these directors.

### Secretary

- Maintains a register of members and directors.
- Records and publishes minutes of board meetings.
- Responsible for sending out meeting notices.
- Maintains a record of League activities.

### Treasurer

- Maintains local league financial records and assumes responsibility for all league finances.
- Prepares monthly financial statements and issues report to the board.
- Primary interface with the bank to assure proper signature cards, disposition of deposits, and all other matters associated with maintenance of the financial accounts.
- Dispenses funds as approved by the board in accordance with approved budgets and expenses approved for the fiscal year.
- Assures two League Officers from those authorized by the board properly sign all checks.
- Prepares annual tax returns and maintains records thereof.

### **Player Agent(s)** (LL Div. and Sr./ Jr. Div)

The Player Agent is the key advocate of the players and is charged with the responsibility to conduct activities in a manner that serves the best interest of the players. The Player Agent is generally involved in all aspects of player selection, registration, and disciplinary and safety issues associated with the players. The primary responsibility of this position is to the advocate of the player. Specifically, the Player Agent is responsible for the following:

- Conduct annual tryouts in accordance with LLBB regulations and League By-Laws.
- Organizes the selection process (draft) of all players and assignment of T-Ball Players each year.
- Assists the President in verification of player eligibility for both age and residency requirements within the league boundary.
- Supervises all sign ups for spring and second season programs.
- Submits all regular season and tournament rosters to LLBB headquarters and the District.
- Organizes and conducts the All Star balloting and selection process outlined in the League By-Laws.
- Recommends all player transfers to the board for approval.
- Releases all players from a team when required to do so in accordance with LLBB rules and League By Laws.
- Supervises Division Player Agent Coordinators when appointed by the President and approved by the board.

### **Safety Officer**

The safety officer shall perform the following duties:

- Coordinates all safety activities as described in the League Safety Plan.
- Prepares the annual League Safety Plan and submit to the board for approval.
- Distributes safety plan to division directors.
- Maintains a record of the Safety Acknowledgement forms and reports to the board the status of all managers, coaches, and umpires that have acknowledged their responsibilities.
- Communicates Team Safety Plans and audits teams to ensure compliance.
- Inspects practice and game fields to ensure safe playing conditions and makes improvement recommendations to the board.
- Coordinates reporting of and prevention of injuries.
- Solicits suggestion for safety improvements and reports suggestion to LLBB headquarters through the President.
- Coordinates annual First Aid Training and Background checks in accordance with the League Safety Plan.
- Receives and distributes all preliminary accident reports to the League board and the District Safety Officer.
- Follows up on all reports to establish root cause, corrective actions if any, and completes a final report to document all incidents and accidents.

### **Auxiliary President**

Coordinates all League fund raising activities.

Coordinates all Team Parent activities related to League fundraising activities.

Recommends and supervises committees for special activities and organizes events such a Picture Day, Opening Day ,and end of season celebration.

Submits revenue and budget plans for league activities for board approval.