



The Missouri High School Baseball Coaches Association

Job Descriptions

Revised January 2008

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MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

PRESIDENT

POSITION DESCRIPTION

JOB TITLE: President	TERM: Two Years
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Be on Board of Directors;
- 3) Prepare agenda for all Executive Meetings;
- 4) Attend MHSBCA/NHSBCA conventions;
- 5) Conduct all Executive Meetings;
- 6) Prepare articles for newsletters;
- 7) Oversee Committee Chairman and its members, find replacements when necessary;
- 8) Keep Executive Director informed of any desired changes or additions of sponsors or association agenda.

MHSBCA SHALL PROVIDE

- 1) Membership/clinic fees;
- 2) Comp room at annual convention;
- 3) Mileage to MHSBCA functions;
- 4) Expenses to attend NHSBCA;
- 5) Phone card.

TERM LIMIT

- 1) Shall serve a two year term.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

PRESIDENT ELECT

POSITION DESCRIPTION

JOB TITLE: President Elect	TERM: Two Years
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Executive Director; Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

1. Be an MHSBCA Member;
2. Be on Board of Directors;
3. Assist the President;
4. Fill in for President in the event current President is unable to carry out responsibilities;
5. Provide a list of schools and coaches who were quarterfinalists, semifinalists and final four, to be reported to Executive Director for annual award;
6. Will become President after two year term as President Elect;
7. Will chair at least one committee.

TERM LIMIT

1. Shall serve a two year term.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

VICE PRESIDENT (CLASS 1A, 2A, 3A, 4A)

POSITION DESCRIPTION

JOB TITLE: Vice-President	TERM: See below
	JOB CLASS: 1A, 2A, 3A, 4A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

1. Be an MHSBCA Member;
2. Serve on at least one Committee of the MHSBCA.

TERM LIMIT

1. Shall serve as Vice President for two years;
2. May be re-elected for more than one term.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

EXECUTIVE DIRECTOR

POSITION DESCRIPTION

JOB TITLE: Executive Director	TERM: Elected annually
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Be on Board of Directors;
- 3) Oversee all committees;
- 4) Publish Newsletter;
- 5) Handle MHSBCA finances;
- 6) Prepare taxes, tax ID numbers;
- 7) Reserve clinic site;
- 8) Oversee association sponsors;
- 9) Report budget/financial report to board of directors;
- 10) Maintain Hall of Fame in Springfield;
- 11) Order Annual Hall of Fame Luncheon Awards;
- 12) Maintain membership data;
- 13) Collect membership dues/clinic fees;
- 14) Conduct MHSBCA business as directed by Board of Directors;
- 15) Represent the MHSBCA at NHSBCA/ABCA conventions;
- 16) Maintain membership directory.

MHSBCA SHALL PROVIDE

- 1) \$1,200.00 annual stipend or otherwise directed by the Executive Board;
- 2) Mileage for overseeing MHSBCA;
- 3) Cover office expenses;
 - a) Phone fax

- b) Postage, etc
- 4) Cover expenses to MHSBCA, NHSBCA, ABCA conventions.

TERM LIMIT

- 1) Approved annually, at the January Executive Meeting.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

SCHOLARSHIP COMMITTEE CHAIRMAN

POSITION DESCRIPTION

JOB TITLE: Scholarship Committee Chairman	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Select committee members;
- 3) Set deadline of December 1 for all applications;
- 4) Report recipients for 1A, 2A, 3A, 4A to Executive Director.

TERM LIMIT

- 1) Elected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

SENIOR ALL-STARS SERIES

POSITION DESCRIPTION

JOB TITLE: Sr. All-Stars Series Chairman	TERM: See below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Executive Director; Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Select site of event;
- 3) Oversee selection process;
- 4) Order baseballs, uniforms, hats, etc.;
- 5) Secure volunteer coaches to help with the event;
- 6) Oversee Purchase Orders, receipts, and financial matters. Send all to Executive Director when event is concluded;
- 7) Send pertinent information for newsletter with pictures.

MHSBCA SHALL PROVIDE

- 1) Mileage associated with series;
- 2) Postage;
- 3) Lodging at series;
- 4) Phone card.

TERM LIMIT

- 1) Selected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

TALENT SHOWCASE/SUNBELT

POSITION DESCRIPTION

JOB TITLE: Talent Showcase/Sunbelt	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Select Showcase sites;
- 3) Secure volunteers to assist in Showcase;
- 4) Oversee Purchase Orders, receipts and finances. Send to Executive director at conclusion of each event;
- 5) Send information for newsletter with photos;
- 6) Accompany team to Sunbelt Classic;
- 7) Oversee the transportation, housing equipment, uniforms, etc;
- 8) Maintain the integrity of the MHSBCA through sportsmanship of the team and coaches.

MHSBCA SHALL PROVIDE

- 1) Mileage to events;
- 2) Postage;
- 3) Lodging associated with Showcase
- 4) Phone card.

TERM LIMIT

- 1) Selected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

ALL-STATE SELECTION CHAIRMAN

POSITION DESCRIPTION

JOB TITLE: All-State Selection Chairman	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Seek nominations from each class (1A, 2A, 3A, 4A);
- 3) Set nomination deadline and selection site;
- 4) Report final results to webmaster, newspapers and board of directors.

MHSBCA SHALL PROVIDE

- 1) Mileage to the selection site;
- 2) Lodging if held at the All-Star Series.

TERM LIMIT

- 1) Selected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

RANKING COMMITTEE CHAIRMAN

POSITION DESCRIPTION

JOB TITLE: Ranking Committee Chairman	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Set up ranking schedule;
- 3) Report results to Webmaster, newspapers, etc.;
- 4) Chair meeting to get district representatives in each class around the state (this will be held at annual convention in January);
- 5) To assure all district representatives **must be MHSBCA members**.

MHSBCA SHALL PROVIDE

- 1) Phone card when necessary.

TERM LIMIT

- 1) Selected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

PRO-LINE PLAYER OF THE YEAR COMMITTEE CHAIRMAN

POSITION DESCRIPTION

JOB TITLE: Pro-Line Player of the Year Committee Chairman	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Select committee members;
- 3) Tally player nominations;
- 4) Report results to webmaster and board of directors.;
- 5) Send selected player information to Pro-Line to order award;
- 6) Meet December 1 deadline for all nominations.

MHSBCA SHALL PROVIDE

- 1) Phone card.

TERM LIMIT

- 1) Selected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

NEWCOMER OF THE YEAR COMMITTEE CHAIRMAN

POSITION DESCRIPTION

JOB TITLE: Newcomer of the Year Committee Chairman	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Select committee members;
- 3) Tally player nominations;
- 4) Report results to webmaster and board of directors.;
- 5) Send selected player information to Louisville Slugger to order award;
- 6) Meet December 1 deadline for all nominations.

MHSBCA SHALL PROVIDE

- 1) Phone card.

TERM LIMIT

- 1) Selected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

CLINIC SPEAKER COORDINATION

POSITION DESCRIPTION

JOB TITLE: Clinic Speaker Coordinator	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Secure speakers for annual clinic;
- 3) Set December 1 deadline to secure speaker;
- 4) Provide tentative list of speakers for September newsletter due by September 1;
- 5) Provide Executive Director of speakers bio, outline and photograph on or before December 1 deadline;
- 6) Keep executive director up to date of speakers;
- 7) Be available to assist speakers at annual convention;
- 8) Secure all multi-media equipment from hotel as needed by speakers.

MHSBCA SHALL PROVIDE

- 1) Phone card.

TERM LIMIT

- 1) Elected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

ACADEMIC ALL STATE COMMITTEE CHAIRMAN

POSITION DESCRIPTION

JOB TITLE: Academic All State Committee Chairman	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Select committee members;
- 3) Tally player /team nominations;
- 4) Report results to webmaster and board of directors.;
- 5) Send selected player/team to Executive Director for June Newsletter;
- 6) Meet May 30 deadline for all nominations.

TERM LIMIT

- 1) Selected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

VENDOR COORDINATION

POSITION DESCRIPTION

JOB TITLE: Vendor Coordinator	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Secure vendors for annual clinic;
- 3) Compile list of vendors of phone number, address to keep on file by executive director;
- 4) Keep executive director up to date of vendor list;
- 5) Be available to assist vendors at annual convention;
- 6) Collect appropriate fees from vendors.

MHSBCA SHALL PROVIDE

- 1) Comp room at annual convention.
- 2) Phone Card.

TERM LIMIT

- 1) Elected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

HALL OF FAME COMMITTEE CHAIRMAN

POSITION DESCRIPTION

JOB TITLE: Hall of Fame Committee Chairman	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Select committee members;
- 3) December 1 deadline to announce winners;
- 4) Report recipients to Executive Director;
- 5) Compile eligible members to make a ballot for the annual convention
- 6) Hand out ballots at luncheon;
- 7) Collect ballots and tally votes.

TERM LIMIT

- 1) Elected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

ASSISTANT COACH OF THE YEAR COMMITTEE CHAIRMAN

POSITION DESCRIPTION

JOB TITLE: Assistant Coach of the Year Committee Chairman	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Select any needed committee members;
- 3) Set deadline of December 1 for all nominations;
- 4) Report recipients to Executive Director.

TERM LIMIT

- 1) Elected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

GROUNDKEEPER/FIELD OF THE YEAR COMMITTEE CHAIRMAN

POSITION DESCRIPTION

JOB TITLE: Groundskeeper/Field of the year Committee Chairman	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Compile nominations for groundskeeper/field of the year awards;
- 3) Set December 1 deadline for all nominations;
- 4) Report results to Executive Director.

TERM LIMIT

- 1) Elected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

FELLOWSHIP OF CHRISTIAN ATHLETES COORDINATION

POSITION DESCRIPTION

JOB TITLE: FCA Coordinator	TERM: See Below
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Secure speaker at the FCA annual convention continental breakfast;
- 3) Report speakers to Executive Director for program.

TERM LIMIT

- 1) Elected annually;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

SECRETARY

POSITION DESCRIPTION

JOB TITLE: Secretary	TERM: Two Years
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) Be on the board of directors;
- 3) Attend executive meetings to take notes;
- 4) Compile notes and send information to board of directors.

MHSBCA SHALL PROVIDE

- 1) Mileage to executive meeting if held at location other than January convention.

TERM LIMIT

- 1) Two year term;
- 2) May serve unlimited terms.

MISSOURI HIGH SCHOOL BASEBALL COACHES ASSOCIATION

EXECUTIVE BOARD MEMBER

POSITION DESCRIPTION

JOB TITLE: Executive Board Member	TERM: Life
	JOB CLASS: N/A
IMMEDIATE SUPERVISOR: Board of Directors	

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- 1) Be an MHSBCA Member;
- 2) All retired past presidents shall be on the board of directors if they so desire;

TERM LIMIT

- 1) Life