

Secretary

This role is one of the three (3) Officer positions on the Board. Prior to consideration for election, or taking office, the Secretary must undergo a background check for any financial or fiduciary convictions. A pre-requisite of one (1) term of prior board experience is strongly preferred. Responsibilities include but are not limited to:

- Sending out notices of all Board meetings.
- Recording the minutes of all Board meetings and circulating them to the Board of Directors for review.
- Collaborates with the President to create and send out the agenda for the Monthly Board of Directors meetings.
- Obtains the reports from the Board Members prior to the meeting for inclusion on the agenda.
- Maintains the official record of the league's activities.
- Maintains all forms in use by the league and arranges for their storage in electronic form in a DropBox or on a flash drive so that other members of the Board can access them.
- Handles general correspondence to/from the League – including Email blasts of general information to the League.
- Arranges for the Annual Audit of the Treasurer's books.
- Performs such other duties as the office may require.

This position will be required to be in the rotation for Board Member on Duty. While on Board Duty, each board member on duty must open and close the facility; hang the flags on game days; be available to handle incident reports; respond to inquiries from parents, players, etc. and periodically walk the complex to make sure everything is running smoothly. This position must also comply with the Conflicts of Interest Policy on file with the IRS and the Virginia State Corporation Commission.

I _____, accept the responsibilities and requirements of the position of Secretary as outlined above. I understand that in accordance with the rules of Babe Ruth Leagues of Virginia, Inc. that I will have to undergo a limited background check prior to taking office. I also understand that if I am unable to perform these responsibilities and requirements I can be removed from this position by a majority vote by the Board.

Signature

Date