

MGS DESCRIPTION OF DUTIES

1. President

- a. Preside at all meetings, (conducted under "Roberts Rules of Order" as revised by The Board), of the membership or board
- b. Be an ex-officio member of all committees, except nomination.
- c. Administer the rules, policies and principles of MGS
- d. Prepare and administer an agenda of business items, new and old, for use at Board meetings to assist with discussions and overall execution of Board responsibilities
- e. Work closely with Board to set program direction, both present and future
- f. Supervise the appointment of all committee members selected by The Board (except the Nominating committee)

2. Vice-President

- a. The Vice President will assist and will act as president in his/her Absence.
- b. The Vice President will act as parliamentarian and attend all meetings, give recommendations and counsel.
- c. Attend all Division Commissioner meetings.
- d. Filling of all vacant Board positions and clarifying job descriptions for each. He /she would also be responsible for finalizing registration information, staffing the in-person registration and getting on-line registration information to the directors.
- e. Report to the President

3. Secretary

- a. The Secretary or someone appointed by Secretary shall keep Minutes of all meetings of the members and of the board of directors, and of the executive committee, and shall preserve in books of the corporation true minutes of the proceedings of all such meetings.
- b. He or she shall give all notices required by statute, by-law or resolution.
- c. He or she shall perform such other duties as may be delegated to him or her by The Board or by the executive committee.
- d. Report to the President

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4. Treasurer

- a. The Treasurer receives all monies for the League and deposits in the name of MGS in a bank chosen by The Board.
- b. He or she will keep an account of receipts and disbursements and maintains financial records.
- c. A listing of income and expenses must be submitted at the first Meeting of the new board.
- d. He or she will give a written report monthly to The Board and a Complete annual report to be available for inspection at each Yearly sign up.
- e. He or she will make available a copy of income and expenses to any member upon written request and with at least 10 days notice at member's expense. He or she will prepare the League budget and discuss it with The Board. The office of the Treasurer is required to be bonded.
- f. Ensure that MGS insurance is up-to-date and paid for
- g. Report to the President

5. Umpire in Charge (UIC)

- a. Responsible for finding, scheduling, communicating with and overseeing payment of umpires

6. Equipment Manager

- a. Work closely with the commissioners, responsible for ordering, purchasing, delivering and storing all necessary equipment and uniforms
- b. Keep inventory of and order all equipment necessary for league, including softballs, lineup cards, scorebooks, equipment bags
- c. Organize an equipment pickup date for managers for the spring and fall seasons
- d. Organize equipment return after each season to re-inventory

7. Player Agent

- a. The player agent conducts annual evaluations, oversees player selection, assists the president in checking birth records and eligibility of players and generally supervises and coordinates the transfer of players to different divisions.

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- b. Separate player agents may also be selected to oversee individual divisions within the league. The player agent must not manage, coach or umpire in the division over which he/she has authority.

8. Division Commissioners

- a. Chief operational position for each division
- b. Report to President
- c. Ensure program-wide goals and policies are being properly created and enforced
- d. Ensure player evaluations and assignments are fair and equitable and communicated
- e. Work directly with coaches and parents to answer questions, resolve issues and communicate policy
- f. Assist in registration, equipment needs and tournaments
- g. Responsible for meeting with managers of your division to go over rules and answer questions; must be present for your divisions draft; commissioners are the main point of contact for managers

9. Grounds Director

- a. Hire and manage grounds crew staff; work with Scheduling Coordinator to ensure fields are ready before each game; work with Treasurer to pay field staff
- b. Responsible for maintaining fields, including daily preparations for games, and repairs as needed to maintain playability
- c. Supervise personnel in the administration of guidelines adopted by MGS
- d. Report to the Vice President

10. Uniforms/Trophies Coordinator

- a. Work with uniform vendor on a jersey design, work with registration to get all uniform sizes and place order in a timely matter; order trophies in a timely matter

11. Pictures Coordinator

- a. Schedule annual picture day; reserve space for pictures; send out communication