

ROLE	ROLE DESCRIPTION
<b>President</b>	President is the most visible league position in the program, and serves as the chairman of a local league's Board of Directors. As the chief administrator, the league president selects and appoints managers, coaches, umpires, and committees members. However, all appointments are subject to final approval by the local league's Board of Directors. And league presidents should work hand-in-hand with fellow volunteers to ensure the best decisions are being made for the entire league.
<b>Vice President</b>	Presides in the absence of the president; works with other officers and committee members; is ex-official member of all committees and carries out such duties and assignments as may be delegated by the President.
<b>Secretary</b>	Maintains a register of members and directors; records the minutes of meetings; is responsible for sending out notice of meetings, help with administrative aspects of the board, Update TeamSnap, reserve meeting rooms, track certifications (ACE, LiveScan, concussion, etc.) for Board and teams. Help write league wide communications.
<b>Treasurer</b>	Monitor the organization's current and future financial health. Signs checks co-signed by another officer or director; dispenses league funds as approved by the Board of Directors; reports on the status of league funds; keeps local league books and financial records; prepares budgets and assumes the responsibility for all local league finances.
<b>Treasurer Secretary</b>	Assists Treasurer in reporting status of league funds and approved co-signer of checks to help dispense league funds approved by the Boards of Directors. Helps review operating budgets and make changes when necessary. Identify and manage risk and safeguard the organization's assets, data, and sensitive information. Can help Registration Coordinator in collecting or refunding fees.
<b>Comp Tournament Coordinator</b>	Act as main point of contact for all Travel/Comp Coaches requests for information. Represent Spirit of MH at all relevant meetings (ie. USA Softball, etc). Communicate all ASA rules and calendar related information to all coaches. Coordinate "Evals" for all comp travel teams. Work with Scheduling Coordinator and coaches to schedule field times when teams are formed. Track comp team tournaments, team costs and payments/invoices based on uniforms and tournaments planned for the season. Ensure tournament invoices are shared with Treasurer and paid on time.
<b>Volunteer Coordinator</b>	Recruits volunteers to fill league-level positions and jobs (ie. Snack Shack help, practice and game field maintenance, team parents, etc). The Volunteer Coordinator tracks league-level hours and communicates them to the Division Reps. The Volunteer Coordinator works with the Division Reps, Registration Coordinator and Treasurer to determine parent participation refunds/payments.
<b>Registration Coordinator</b>	Creates and manages the online registration forms and process. Monitor registrations and respond to email questions. Arrange any scholarships, collect all deposit fees and make all refunds for volunteer deposits. Responsible for providing Uniform Manager with uniform report listing for each team.
<b>Equipment Coordinator</b>	Responsibilities include ordering of all equipment and safety kit contents for regular season, post-season and tournament play. Is responsible for keeping a detailed up-to-date inventory of all equipment and is responsible for allocating equipment and balls to teams at the beginning of the season and is also responsible for their collection at the end of the season. Organize and maintain equipment storage areas.
<b>Scheduling Coordinator</b>	Draft and maintain practice and game schedules for all divisions. Work closely with Division Reps to ensure all teams are aware of any changes in schedule. Update Teamsnap for teams where needed. Work with website admin to include relevant events and dates are on the Spirit Calendar.
<b>Player Agent</b>	Conducts annual tryouts, and is in charge of player selection in drafts, assists President in checking birth records and eligibility of players; serves as a member of the Board of Directors of the local league and generally supervises and coordinates the transfer of players within our divisions according to provisions of the regulations of Spirit's League.
<b>T-Ball Division Rep</b>	For the T-ball Division - Work with Player Agent to help form teams, work with scheduling coordinator to create game schedule, communicate with coaches and teams. Help address any issues that arise. Work with other board members to ensure smooth operations.
<b>Minors Division Rep (8U)</b>	For the Minors Division - Work with Player Agent to help form teams, work with scheduling coordinator to create game schedule, schedule and pay junior umpires, communicate with coaches and teams. Help address any issues that arise. Work with other board members to ensure smooth operations.
<b>Juniors Division Rep (10U)</b>	For the Juniors Division - Work with Player Agent to help with player evaluations and drafting teams, work with scheduling coordinator to create game schedule, communicate with coaches and teams. Works with the Umpire in Charge to make sure umpires know the proper rules and get paid. Help address any issues that arise. Work with other board members to ensure smooth operations.
<b>Upper Division/Inter-League Rep (12U &amp; 14U)</b>	For the Upper Divisions - Work with Player Agent to help with player evaluations and drafting teams, work with scheduling coordinator to create game schedule, communicate with coaches and teams. Works with the Umpire in Charge to make sure umpires know the proper rules and get paid. Help address any issues that arise. Work with other board members to ensure smooth operations. Work with other leagues to coordinate inter-league schedules.
<b>Training Coordinator</b>	Represents coaches/managers in league; presents a coach/ manager training budget to the board; gains the support and funds necessary to implement a league-wide training program; orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary; serves as the contact person for league and its manager-coach education. Receives and distributes coaching information from USA Softball and distributes to all coaches and managers. Facilitates all training clinics, coaching clinics. Assists with setting up and planning rec and comp evals.
<b>Uniforms/Spirit Wear Manager</b>	In charge of ordering all uniforms for Spring Rec, Summer Comp, Fall Rec and Fall comp seasons. Schedules and assists with all player sizing. Distributes and collects league provided uniforms to each team and coaching staff. Maintains relationship with our uniform vendor.
<b>Field Maintenance Coordinator</b>	Responsible for the upkeep and maintenance of the leagues fields. They are responsible for ordering any supplies needed in the upkeep/maintenance of the field complex. They are responsible for organizing and coordinating the efforts of field maintenance crews. They are also responsible for organizing and running field maintenance days with league volunteers.
<b>Umpire in Charge</b>	Recruits and retains umpire roster for divisions and coordinates and assisting with conducting umpire clinics at league if needed. Communicates rule changes to league umpires and Division Reps. Works with Scheduling Coordinator to book league umpires for regular season Spirit games or comp team friendlies. Help ensure umpires get paid for each game.
<b>Sponsorship/Fundraising Coordinator</b>	Collects and reviews local sponsorship opportunities to support league operations, organizes and implements approved league fundraising activities, and maintains records of monies secured through sponsorship and fundraising initiatives. Update league sponsorship form on a yearly basis. Order sponsor items and responsible for distributing all trophies and/or medals for players to Division Reps and coaches (banners, plaques, etc.) Work with Uniforms/Spirit wear to assign sponsors to each team. Work with website administrator to make sure sponsorship webpage stays up to date. Work with fields to make sure banners get put up and taken down each Saturday that has home games during the rec season.
<b>Marketing, Publicity &amp; Event Coordinator</b>	Coordinates all various Spirit events like Opening Day, Champions Day, college softball group outings, etc., and promotes and publicizes Spirit on social media and throughout the community. Maintain website and work with all board members to make sure requested changes are updated to website.
<b>Snack Shack Coordinator</b>	Maintains the operation of concession facilities; organizes the purchase of concession products; works with the Board + Volunteer Coordinator to ensure there is a board member to help open and close each day, responsible for the management of the concession sales at league events; schedules volunteers to work the concession booth during league events; collects and reviews concession related offers including coupons, discounts, and bulk-purchasing opportunities; and organizes, tallies and keeps records of concession sales and purchases.
<b>Member at Large</b>	A Member at Large is not assigned to any particular position, but rather helps out wherever it's needed with the intention of learning a little bit about each position and eventually moving into one.