

MGS COMMITTEE RESPONSIBILITIES

This is a list of committees and their responsibilities. It combines multiple roles into committees.

1. Fund Raising Committee

- a. Responsible for securing local businesses to sponsor MGS through various avenues - field banners, website banners, team sponsors
- b. Organize and execute drives and activities to generate funds to support MGS activities and operations
- c. Promote MGS mission to local vendors and coordinate sponsorships and donations.

2. Local Rules Committee

- a. Review and update local rules as needed
- b. Maintain rules matrix and share with division commissioners and publish to website
- c. Create rule playbook and publish to website

3. Communications Committee

- a. Communications
 - i. Work with Secretary to get any timely communications out via email and/or social media; help promote league in various ways - flyers, banners, etc
 - ii. Interface with community and neighboring leagues
- b. Website/Information technology
 - i. Manage MGS website, including updates and announcements as needed
 - ii. Coordinate data and information with social media and scheduling software
- c. Social Media Coordinator
 - i. Responsible for all communications on Facebook, Twitter, etc.

4. Player/Coaching Development Committee

- a. Responsible for putting together development plans for both managers and players
- b. Provide sample practice plans for managers

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c. Coaching Coordinator

- i. 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.

5. Registration Committee

- a. Coordinate dates and times of registrations for league play and special activities
- b. Create registration for Managers
- c. Coordinate in-person registrations
- d. Work with local schools to share registration information and try to increase participation. Get into weekly newsletters and flyers to send home with kids.
- e. Compile registrant information in system for use in preparing team assignments and placement of coaches and players
- f. Responsible for coordinating evaluations

6. Scheduling Committee

- a. Create schedule for spring and fall seasons; share schedule with UIC and Parks Dept; reschedule rainouts/postponed games in a timely matter and communicate with managers
- b. Create and distribute practice scheduler document to league managers
- c. Tournament Director
 - i. Notifying Town and coordinating of field needs for tournament
 - ii. Organizing overall structure of tournament and making up brackets
 - iii. Responsible for all communications inside and outside of MGS regarding tournaments, schedules, rules and be responsible for said tournaments' Profit/Loss statement
 - iv. Communicate with other programs outside of MGS to develop inter-league and tournament play

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7. Special Events Committee

- a. Create and coordinate special events, which may include Opening Day ceremonies, 4th of July parade, coaches softball games, and fundraising events .

8. Madness Committee

- a. Select managers for each division and coordinate player selection process; assist managers with obtaining appropriate materials - insurance, rosters, birth certificates; select Spring tournaments

9. All-Star Committee

- a. Select managers for each division and coordinate all-star player selection process; assist managers with obtaining appropriate materials - insurance, rosters, birth certificates; select All-Star tournaments and work with Treasurer to provide payment

10. Nominating Committee

- a. Carefully select names from the membership roster, the names of members in good standing to join the Board