

ALOHA JUNIOR BASEBALL ORGANIZATION

2022

The member role descriptions are only a reference to help guide current and future AJBO Board Members. All positions may be asked to help in areas outside the given scope of work as needed to reach our goals as an organization.

Board Member Role Descriptions

The President shall:

1. Conduct the affairs of ALOHA JUNIOR BASEBALL ORGANIZATION and execute the policies established by the Board.
2. Communicate to the Board such matters as deemed appropriate and make such suggestions that promote the welfare of ALOHA JUNIOR BASEBALL ORGANIZATION.
3. Monitor the conduct of ALOHA JUNIOR BASEBALL ORGANIZATION in strict conformity to the policies, principles, Rules and Regulations of ALOHA JUNIOR BASEBALL ORGANIZATION also governed by Junior Baseball Organizations Rules where apply as agreed to under the conditions of charter issued by that organization.
4. Delegate other officers, if necessary, to have power to make and execute for/and in the name of ALOHA JUNIOR BASEBALL ORGANIZATION such contracts and leases they may receive, and which have had prior approval by the Board as appropriate.
5. Investigate complaints, irregularities and conditions detrimental to ALOHA JUNIOR BASEBALL ORGANIZATION and report therein to the Board as circumstances warrant.
6. With the assistance of the Player Agent, examine the registration applications and birth certificates of every player candidate and certify age eligibility requirements before the player may be accepted for tryouts and selection.
7. Assist the Treasurer with preparation of the annual budget for presentation to the Board.
8. Assist in the annual review of the By Laws and present changes to Board.
9. Assist and oversee all processes pertaining to Draft(s).
10. If not returning or voted into the present position for the next season shall turn over all league documentation and materials to VP or Secretary at Annual Meeting in September.
11. **Provide a year-end written or oral report to the Board.**
12. Attend 75% or more of monthly board meetings.

The Vice-President shall:

1. In the case of the absence or disability of the President, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of that office. Refer to President's job description.
2. May have other duties as may be assigned by the President or Board.
3. Represent ALOHA JUNIOR BASEBALL ORGANIZATION at all Park District meetings.
4. Provide a year-end written or oral report to the Board.
5. If not returning or voted into the present position for the next season the Vice President shall turn in all league materials to the President at the season end closing meeting.
6. Attend 75% or more of monthly board meetings.

The Secretary shall:

1. Be responsible for recording the activities ALOHA JUNIOR BASEBALL ORGANIZATION and maintain appropriate files, mailing lists and necessary records.
2. Perform such duties, in addition to such other duties as are customary to the office of Secretary or as may be assigned by the President.
3. Maintain a list of Board of Directors membership, their contact information, and their election date and term expiration date.
4. Give notice of all meetings of ALOHA JUNIOR BASEBALL ORGANIZATION and maintain attendance records.
5. Prepare and distribute all meeting agendas.
6. Keep the minutes of meetings of the ALOHA JUNIOR BASEBALL ORGANIZATION. Distribute meeting minutes to Directors for approval and ensure approved minutes are posted for review by the public.
7. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
8. Notify Members, Executive Directors, Officers and Committee Members of their election or appointment.
9. In the case of not having a Sponsorship Coordinator, the Secretary shall assume the Sponsorship Coordinator's duties.
10. Type all correspondence.
11. If not returning or voted into the present position for the next season the Secretary shall turn in all league materials to the President at the season end closing meeting.
12. Attend 75% or more of monthly board meetings.

The Treasurer shall:

1. Perform such duties as are customary to the Office of Treasurer or may be assigned by the President.
2. Receive all monies and securities, and deposit same in a depository approved by the Board.
3. Keep records for the receipt and disbursement of all monies and securities of ALOHA JUNIOR BASEBALL ORGANIZATION and provide a financial report at each meeting of the Board of Directors specifying the status of ALOHA JUNIOR BASEBALL ORGANIZATION funds and budget.
4. Prepare an annual financial budget, under the direction of the President, to submit to the Board prior to the start of the fiscal year.
5. Provide a written year-end financial report to the Board of Directors on or before the date of the Annual Meeting.
6. If not returning or voted into the present position for the next season the Treasurer shall turn in all league materials with the final report to the President at the season end closing meeting.
7. All expenditures over budgetary figures require Board approval.
8. Attend 75% or more of monthly board meetings.

The Player Agent shall:

1. Record all player transactions and maintain an accurate and up-to-date record thereof.
2. Receive and review applications for player candidates and assist the President in checking age eligibility.
3. Conduct the player evaluations / player draft and all other player transaction or selection meetings.
4. Prepare and maintain the current active Player list.
5. Notify Coordinators & Draft Officials of any subsequent player replacements or trades.
6. Work with President and Treasurer to ensure the THPRD is billing AJBO properly for field usage.
7. Provide a written or verbal year-end report to the Board.
8. If not returning or voted into the present position for the next season the Player Agent shall turn in all league materials to the President at the season end closing meeting.
9. Attend 75% or more of monthly board meetings.

The Fields Coordinator shall:

1. Prepare for the President's signature and submission to THPRD a complete listing of players claimed in each division.
2. Notify THPRD of all fields needed for practice and games as well as record and report days not used for any reason.
3. Work with President and Treasurer to ensure the THPRD is billing AJBO properly for field usage.
4. Provide a written or verbal year-end report to the Board.
5. If not returning or voted into the present position for the next season the Player Agent shall turn in all league materials to the President at the season end closing meeting.
6. Attend 75% or more of monthly board meetings.

Competitive Baseball Director

1. Be responsible for a program to ensure our coaches and players have the skills to maintain a high level of competition in our baseball program.
2. Organize and oversee coach selection and training.
3. Develop and implement organizational wide baseball program. Including but not limited to: warmup activities, development philosophy, baseball terminology, and competitive strategies.
4. Serve as a liaison to the Aloha High School Baseball program.
5. Service as a primary advisor to the President for all aspects of Baseball play and training.
6. Attend 75% or more of monthly board meetings.

The Concessions Coordinator(s) shall:

1. Be responsible for all operational processes of the concession stand building to include stocking and purchasing, maintenance and upkeep, scheduling of parents and financial management within the approved annual budget, although all major purchases will require Board approval.
2. Organize any committees of members in good standing as are needed to fulfill the operation of the stand.
3. Provide monthly financial reports and a written year-end report to the Board.
4. Develop and maintain a financial deposit and recording mechanism in conjunction with the Treasurer for any monies collected or disbursed.
5. If not returning or voted into the present position for the next season the Concession Stand Coordinator shall turn in all league materials to the President at the season end closing meeting.
6. Attend 75% or more of monthly board meetings.

Instructional Director (T-Ball and Rookie) shall:

1. Organize the Division communications so that the Player Agent and All Managers are kept advised of all changes.
2. Serve as the contact person to the Board for their Division.
3. Provide written incident reports to the President, Player Agent & Chief Umpire regarding a rule, policy, or procedure infraction of a Division participant within 24 hours of the occurrence.
4. Coordinates Clinics as necessary.
5. Provide a year-end written or oral report to the Board.
6. No person(s) may serve as a Division Coordinator while simultaneously serving as the head coach of any team.
7. If not returning or voted into the present position for the next season the Division Coordinator shall turn in all league materials to the President at the season end closing meeting.
8. Attend 75% or more of monthly board meetings.

The Equipment Manager(s) shall:

1. Be responsible for the inventory and all upkeep of all equipment and uniforms used by ALOHA JUNIOR BASEBALL ORGANIZATION
2. Be responsible for the purchase of new equipment and uniforms within the confines of the annually approved budget.
3. Coordinate with Sponsorship Coordinator and assign Sponsors to teams as necessary.
4. Provide a written or oral year-end report regarding the status of equipment and uniforms to the Board.
5. If not returning or voted into the present position for the next season the Equipment Manager shall turn in all league materials to the President at the season end closing meeting.
6. Attend 75% or more of monthly board meetings.

The Fundraising Coordinator shall:

1. Be responsible for organizing and carrying out all fundraising efforts that pertain to ALOHA JUNIOR BASEBALL ORGANIZATION. Duties shall include but may not be limited to ordering and distributing fundraising supplies and information, providing the means for any necessary advertisements, providing an annual written report to the Board regarding the cost-effectiveness of any fund raising effort.
2. Maintain a record of monies collected and distributed that pertain to the annual fundraising efforts.
3. If not returning or voted into the present position for the next season the Fundraising Coordinator shall turn in all league materials to the President at the season end closing meeting.
4. Attend 75% or more of monthly board meetings.

The Sponsor Coordinator shall:

1. Be responsible for obtaining all regular season sponsors.
2. Be responsible for obtaining any tournament sponsors as needed.
3. Provide a year-end written or oral report to the Board.
4. If not returning or voted into the present position for the next season the Sponsorship Coordinator shall turn in all league materials to the President at the season end closing meeting.
5. Attend 75% or more of monthly board meetings.

The Communications Coordinator shall:

1. Be responsible for maintenance <http://www.alohajuniorbaseball.org> through SportsEngine the ALOHA JUNIOR BASEBALL ORGANIZATION website.
2. Be responsible for all electronic communication regarding ALOHA JUNIOR BASEBALL ORGANIZATION, including, but not limited to email, social media and the AJBO mobile application.
3. Maintain a contact list of AJBO Head coaches, league and state officials, and key contacts necessary for operations of the association.
4. Enable coaches, division coordinators, and board members (*upon request*) the ability to communicate with their various constituents through the mobile application and through email.
5. In cooperation with the secretary ensure all board, coaches, and parent meetings are adequately advertised to the public.
6. In cooperation with the secretary ensure open board positions are periodically advertised and collect nominations for those positions as directed by the Board.
7. Attend 75% or more of monthly board meetings.

The Tournament Director(s) shall:

1. Be responsible for scheduling any and all AJBA tournaments. Submit information to the Board for final approval.
2. Form committee(s) as needed for hosting a tournament.
3. Attend meetings, gather and maintain information about Tournaments as needed.
4. Create and print tournament books, certificates etc. within annual budget as needed.
5. Be responsible for obtaining and distributing team rosters for all tournaments teams to appropriate parties.
6. Provide a year-end written or oral report to the Board.
7. If not returning or voted into the present position for the next season the Tournament Director shall turn in all league materials to the President at the season end closing meeting.
8. Attend 75% or more of monthly board meetings.

The Safety Coordinator shall:

1. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for the players and all participants of Junior Baseball.
2. Obtain, update and maintain First Aid Kits for all Teams and field locations if needed.
3. Conduct annual evaluations and solicit suggestions for making conditions safer. Create a plan for addressing all critical safety issues identified and coordinate with the President and Treasurer to ensure that all safety issues are budgeted for and resolved in a timely manner.
4. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting. In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:
 - a. Education - Facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
 - b. Compliance - Promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
 - c. Reporting - Define a process to assure that incidents are recorded and reported if applicable.
 - d. Background Checks - If the AJBO President so designates, the safety officer will complete the required background checks when applicable
5. Attend 75% or more of monthly board meetings.

The Member(s) at Large shall:

1. Educate the board with special information relevant to ALOHA JUNIOR BASEBALL ORGANIZATION operations. Using their knowledge or special insight in the best interest of the organization.
2. Attend 60% or more of monthly board meetings.