

Brief job description of board positions for SKELL

Executive SKELL Board Positions

1. **President:** Oversees all phases of running the league and its divisions. The President is responsible for ensuring that all the rules and bylaws of Little League baseball are followed. As the chairman of the SKELL board, *the President does not get to vote unless there is a tie*. The President remains a neutral figure while serving on the Board and presides over the Board Meetings. They lead all the Board Members in the direction that is in the best interest of all the children and members in the league. The President attends all required Little League meetings with District 2 and other leagues.
2. **Vice President:** To assist the President in any duties that requires the Vice president to do so. Assist the president in forming committees for various league functions. The Vice President will take on the responsibilities of the President when the President is absent. Set up and manage the league's official website, assign online administrative rights to other local volunteers and encourage creation of team web sites to managers, coaches, and parents. Other duties as needed.
3. **Player Agent:** Conducts annual tryouts, in charge of player selection and assists the President in checking birth records and eligibility of players. Supervises and coordinates the transfer of players within and between all SKELL divisions. The player agent is responsible for the coordination of yearly sign ups and maintaining a reasonably fair balance of teams in each division per local league and Little League guidelines.
4. **Secretary:** Maintains a register of members and directors. The secretary is responsible for taking notes and sending out the minutes of every board meeting. The Secretary maintains a record of league activities. As the Secretary, they are responsible for the organizing and holding of annual board elections. They keep records of the Volunteer applications and works with the President and Volunteer coordinator to process background checks. Other duties as needed.
5. **Treasurer:** Signs checks that are co-signed by another assigned Board Member. Dispense League funds as approved by the SKELL Board. Reports on the status of league funds and provides monthly financial reports. Keeps league books and financial records. Prepares budgets and assumes responsibility for SKELL finances.

General Manager Positions

6. **JR/SR GM:** Has overall responsibility of the JR/SR division. Duties include the coordinating and holding of the preseason tryouts, working with the player agent and president in holding of the draft. (If required) They will be involved in JR/SR division disciplinary meetings. The GM will oversee the maintenance of the JR/SR Division field and surrounding area. They will ensure that the JR/SR division managers follow Local League and Little League rules and directives. Other duties as needed.
7. **Major Division GM:** Has overall responsibility of the Majors division. Duties include the coordinating and holding of the preseason tryouts, working with the player agent and president in holding of the draft. The GM will be involved in Majors division disciplinary meetings. They will oversee the maintenance of the Major Division field and surrounding area. The GM will ensure that the Major division managers follow Local League and Little League rules and directives. Other duties as needed.
8. **Minor Division GM:** Has overall responsibility of the Minors division. Duties include the coordinating with the Majors GM the holding of the preseason tryouts, working with the player agent and president in holding of the draft. The GM will be involved in Minors division disciplinary meetings. They will oversee the maintenance of the Minor Division field and surrounding area. The GM will ensure that the Minor Division managers follow Local League and Little League rules and directives. Other duties as needed.
9. **Coach Pitch Division GM:** Has overall responsibility of the Coach Pitch Division. Duties include the coordinating with the Player Agent the assigning of players to teams ensuring a balanced division. The Coach Pitch GM will be involved in Coach Pitch Division disciplinary meetings. They will oversee the maintenance of the Coach Pitch Division field and surrounding area. The GM will ensure that the Coach Pitch Division managers follow Local League and Little League rules and directives. Other duties as needed.
10. **T Ball Division GM:** Has overall responsibility of the T-Ball division. Duties include the coordinating with the Player Agent the assigning of players to teams ensuring a balanced division. The T-Ball GM will be involved in T-Ball division disciplinary meetings. They will oversee the maintenance of the T-Ball Division field and surrounding area. The GM will ensure that the T-Ball division managers follow Local League and Little League rules and directives. Other duties as needed.

Additional Board Positions

11. **Safety/First Aid Officer:** Prepares and sends out the league's ASAP report. Procures and provides first aid kits for the teams. They will coordinate first aid clinics for the league. They are responsible for ensuring that the SKELL facility and operation are within the safety guidelines set forth by the league and Little League baseball. The Safety/First Aid Officer will coordinate the reporting and prevention of injuries. Other duties as needed.
12. **Information Officer (IO):** They ensure that leagues information, scores and standings are provided and updated on the SKELL website "News Page". The IO is responsible for providing information to the league parents and volunteers, through social media, flyers and other ways of communication through the community. Manages and maintains the league social media pages, not only limited to Facebook or Twitter. Other duties as needed.
13. **Coaching & Clinic Coordinator:** The Coaching Coordinator works with the managers and coaches with building a practice program and different ways to hold a practice. The Coaching Coordinator can hold meeting, clinics and work with the GM's, Clinic Coordinator and other Board Members to guide our managers and coaches, so there can help the players of SKELL. The Clinic Coordinator will organize player clinics prior, during and post season. Will work with the team managers/coaches for coaches' clinics and the UIC's for umpire clinics, additional for the league. Other duties as needed.
14. **Uniform Coordinator:** Is responsible for sorting through the previous season's uniforms. Washing, mending, sorting out and replacing unusable uniform pieces. The Uniform Manager will order the upcoming season's hats for all divisions and shirts for the T-ball and Coach Pitch teams. Distributing uniforms to teams with updated sign out sheets. Ordering All Star hats and facilitating All Star uniform orders. They will collect and inventory of all uniforms at the end of the Season. Other duties as needed.
15. **Equipment Manager:** Is responsible for maintaining, inventory and ordering of the league's baseball equipment, including umpire gear and baseballs. The Equipment Manager is responsible for checking out, keeping track of league equipment to managers of each division and receiving it back at the end of the season. Other duties as needed.
16. **Concessions Manager:** Is responsible for overseeing all facets of SKELL's concession stand operation and inventory. Responsible for ensuring the concession facilities are up to Health Department standards. The Concession Manager organizes the Food Handler's class for the league or provides the information where to take the class online. They will provide menus and prices prior to the start of the season for board approval. The Concession Manager facilitates the ordering and receiving of food and consumables from vendors. They will organize when the volunteers work and who will cover, they buyout of a volunteer. Other duties as needed.

17. **Grounds and Maintenance:** Overall maintenance responsibility for the SKELL complex facilities and fields. This includes the coordination with Divisional GM's on a field maintenance schedule. They will work with the board of directors on coordinating any field improvements or new construction. Will set up work parties and facilitating work on the complex. Other duties as needed.
18. **Sponsor Coordinator:** Is responsible for getting sponsors for the league's teams. This includes contacting local businesses and coordinating with the league what teams in what divisions will receive certain sponsors. Responding to all sponsor related concerns by the league or sponsors. Will work with the Uniform Coordinator with getting the sponsors to them in a timely manner. The sponsor coordinator will work with the Bat-A-Thon coordinator with developing the sponsor banners. At the end of the season, will hand out the team plaque and hats to the businesses that sponsored a team. Other duties as needed.
19. **Grants Committee Coordinator:** Is responsible for writing grant petitions to local or regional businesses to support SKELL construction or other needs of the league. They will organize a grants committee, along with the President, VP and Treasurer. Other duties as needed.
20. **Umpire in Chief (UIC) Minor and Majors:** Has overall responsibility of the umpires in SKELL for all divisions. The UIC will schedule umpires for league games. The UIC will communicate with teams when it comes to D2 umpire training. The UIC will take part in disciplinary proceedings for game misconduct. They will ensure that umpires have training prior to the start of the season. Will provide umpires with little league and local league rules. Other duties as needed.
21. **Schedule Coordinator:** Creates the practice and game schedules. The Scheduler works with the President and Vice President and each Division General Manager regarding each team. They will work with the President and the other leagues when it comes to interleague play, during the season and post season play. They will also work with the Concession Manager regarding each team's requirement to be in the concessions. Other duties as needed.
22. **Scorekeeper Coordinator:** Works with the score keepers for each division. Helps organize the score keeper training with the President or VP. Makes sure each level is keeping a pitching affidavit, Coach Pitch, Minors, Majors, Junior and Senior teams. Helps with a score keeping schedule for the teams. Checks in with the score keepers throughout the season for additional training if needed. Other duties as needed.
23. **Team Parent Coordinator:** The Team Parent Coordinator works with all the team parents of our league. Each team has a Team Parent(s) and the Team Parent Coordinator will have a meeting to help the Team Parents get the season started and create a packet of information to help guide the Team Parents and to give handouts to the other families on the teams. They will manage the Team Parent page on the SKELL website. The Team Parent Coordinator will gather the Team Parent information for each team's Team Parent. Other duties as needed.
24. **Volunteer Coordinator:** Recruits and maintains volunteers for the league. The Volunteer Coordinator keeps track of volunteer hours. Collects volunteer applications on all Volunteers and works with the Secretary and President to screen background checks. Other duties as needed.

25. **Building Maintenance:** Oversees maintenance and new construction of buildings on the property. Other duties as needed.
26. **Fundraising:** Is responsible for overseeing and forming committees for the fundraising activities of the league. This Officer oversees the SKELL store. This includes candy sales, Silent Auction, etc. The Auxiliary Officer will report the status of these activities to the Board of Directors. Other duties as needed.
27. **Bat-A-Thon® Coordinator:** The Bat-A-Thon® Coordinator organizes the major fundraiser for SKELL. Coordinates with all the team parent coordinators and holds a meeting to review the fundraiser. The Bat-A-Thon® Coordinator organizes the Bat-A-Thon® event and gets volunteers to help with the event. They will gather all the pledge information with the President, Treasurer and other board members to total up the pledges. Organize the business sponsor banners for the fields. They will organize the Bat-A-Thon® award ceremony. Other duties as needed.