

# **East Ridge Diamond Club - Job Descriptions**

**Mission Statement:** *The East Ridge High School Diamond Club supports the high school baseball program both financially and organizationally through the dedicated efforts of volunteers. The Diamond Club exists to provide opportunities for the students of the East Ridge High School baseball program to grow as athletes, leaders, and proud representatives of their school and community. Our club upholds high ethical standards and integrity in all activities.*

**Program Involvement:** *Board member service is separate from their child's participation as a player in the program. A parent or guardian's role on the Diamond Club does not influence, guarantee or enhance their child's opportunities, playing time or selection as a player.*

## **PRESIDENT**

**Length of term:** Two years

**Voting rights:** Yes

**Estimated time commitment:** Varies, depending on special projects

### **Description of duties:**

- Act as chief executive officer and preside at all meetings of the Board of Directors and its Executive Committee, if such a committee is created by the Board
- Assist Head Coach with specific field items
- Supporting Board members in their specific roles
- Provides support with any situational conversations that involve Board members and the work that the Board does in raising funds for the baseball program
- Assists in managing conflicts related to Board activities
- Responsible for reporting status of Diamond Club to school district
- Coordinate all onboarding and off-boarding activities for new and departing Board members

### **Preferred qualifications:**

- Strong leadership skills
- Ability to work with other Board members, and program members, to help enhance the effectiveness of the work by the Board
- Ability to attend Board meetings

### **Interaction with internal parties:**

- Board members, especially the Head Coach
- Others as needed

### **Interaction with outside organizations:**

- School district leadership
- Potential sponsors/fundraising groups

## **SECRETARY**

**Length of term:** Two years

**Voting rights:** Yes

**Estimated time commitment:** One hour per week during off-season; one to two hours per week during high school baseball season

### **Description of duties:**

- Schedule Board meetings
  - Secure meeting location
  - Email Board with reminders of upcoming meetings
- Track Board members' attendance at meetings
- Formalize agenda prior to meetings
  - Print and distribute agenda to meeting attendees
- Use agenda to help facilitate meetings
- Take notes and disseminate all meeting minutes to the Board
- Be the keeper of Board-related documents
- Has authority to certify any records, or copies of records, as the official records of the organization
- Send weekly communication to families throughout the high school season
- Send as-needed communication to families during off season
- Check Yahoo email account, and add family members to SportsEngine distribution list as requested
- Serve as a contact person for Board-related communication
- Assist coaches with as-needed tasks as requested (ie. schedule field house practices, communicate timely and pertinent information to players and families)

### **Preferred qualifications:**

- Strong organization skills
- Strong written and verbal communication skills
- Intermediate computer skills
- Ability to attend Board meetings

### **Interaction with internal parties:**

- Board members
- Coaches
- ERHS baseball parents/guardians

### **Interaction with outside organizations:**

- None

## **TREASURER**

**Length of term:** Two years

**Voting rights:** Yes

**Estimated time commitment:** One to three hours/week (depending on time of year)

### **Description of duties:**

- Responsible for maintaining all financial records for ERHS Baseball
- Handles all incoming and outgoing money (checks, cash, and Venmo payments), and manages checking account deposits and balances with Old National Bank
- Manage full checkbook register and revenue/expenses in Excel workbook
- Provide current P&L at each Board meeting and Executive Committee meeting, if such a committee is created by the Board
- Evaluate future financial position based on expected expenditures and fundraising results
- Pay all bills for expenditures and issue receipts when applicable (includes summer ball tournament registrations, field rentals, large expenses, etc.)
- Issue refunds and reimbursements upon request
- Manage Venmo account for payments and transfers to Old National checking account
- Collaborate with fundraiser and banquet coordinator leads on payments received; identify missing payments
- Coordinate with accountant to file annual taxes, including 1099 issuances to summer coaches
- Renew charitable status annually through MN Attorney General's Office
- Renew corporation status annually through MN Secretary of State's Office

### **Preferred qualifications:**

- Strong attention to detail
- Knowledgeable in Excel
- Accounting/finance background
- Ability to attend Board meetings

### **Interaction with internal parties:**

- Board members

### **Interaction with outside organizations:**

- Misc. goods/service companies for invoice payments (i.e., Max Bats, St. Paul Saints, BSN Sports, Sweet Pea Floral, etc.)
- Tournament Coordinators (registrations)
- ERHS Athletic Director

## **HEAD COACH**

**Length of term:** N/A (length of time as ERHS Baseball Head Coach)

**Voting rights:** No

**Estimated time commitment:** One hour per week during off-season; two hours per week during high school baseball season

### **Description of duties:**

- Attend Board meetings
- Communicate with Board members, players and parents/guardians about events, fundraising, etc.
- Take on action items that assist the Board (and connect to day-to-day coaching)
- Maintain baseball calendar on ERHS website

### **Preferred qualifications:**

- Strong communication skills
- Strong leadership skills
- Ability to attend Board meetings

### **Interaction with internal parties:**

- Board members
- ERHS baseball players
- ERHS baseball parents/guardians
- Coaches

### **Interaction with outside organizations:**

- Meet with external groups/people as needed based on Board fundraising

## **COMMUNICATIONS COORDINATOR**

**Length of term:** One year

**Voting rights:** No

**Estimated time commitment:** One hour per week during off-season; two to three hours per week during high school baseball season

### **Description of duties:**

- Update and maintain the ERHS baseball website
- Partner with volunteers to post social media posts (X and Instagram)
- Coordinate and communicate info regarding team photos
- Coordinate photos for select games
- Coordinate and communicate Youth Night with ERAA Baseball Board
- Act as ERAA Baseball liaison by attending both Board meetings to receive and share relevant information between ERAA Baseball and the Diamond Club

### **Preferred qualifications:**

- Strong organization skills
- Strong communication skills
- Ability to attend Board meetings (both Diamond Club and ERAA Baseball)

### **Interaction with internal parties:**

- Board members
- Social media volunteers

### **Interaction with outside organizations:**

- Professional photographers
- ERAA Baseball Board

## **EVENTS COORDINATOR**

**Length of term:** One year

**Voting rights:** No

**Estimated time commitment:** One hour per week during off-season; three to four hours per week during high school baseball season

### **Description of duties:**

- Coordinate and communicate ERHS baseball day at St. Paul Saints game
  - Work with groups coordinator to pick date, finalize food options, and number of tickets purchased
  - Collect RSVPs
- Coordinate and communicate senior night
  - Order senior banners from photographer
  - Recruit volunteers to help set up for senior night
  - Order flowers, and secure an announcer and photographer
  - Work with senior parents to prepare senior boards and order senior gifts
  - Work with coaches on Run of Show
- Coordinate and communicate banquet details
  - Recruit volunteer committee to help coordinate details before and day of event
  - Secure a location and menu
  - Create and distribute annual senior survey
  - Create and order program
  - Coordinate slideshow
  - Coordinate decorations and giveaways
  - Day of setup and cleanup

### **Preferred qualifications:**

- Strong organization skills
- Strong communication skills
- Attention to detail
- Ability to attend Board meetings

### **Interaction with internal parties:**

- Board members
- ERHS baseball parents/guardian volunteers

### **Interaction with outside organizations:**

- St. Paul Saints
- Photographer
- Venues and external vendors (e.g., florist, programs)

## **FUNDRAISING COORDINATOR (two positions)**

**Length of term:** One year

**Voting rights:** No

**Estimated time commitment:** One hour per month during off-season; up to five hours per week, plus field crew weekends, during high school season

### **Description of duties:**

- Organize fundraising efforts (typically three opportunities each season)
  - Diamond Club contributions
    - Communicate and collect funds
  - Heggies Pizza fundraiser
    - Coordinate timeline and pricing with Heggies Pizza
    - Update, print and distribute marketing materials
    - Collect and count payments
    - Recruit volunteers and organize pizza sorting and distribution
  - Field Crew volunteers
    - Create annual agreement with ERAA Baseball Board to provide field crew services throughout three ERAA baseball tournaments in May/June
    - Solicit player and parent/guardian volunteers
    - Update and email volunteer instructions to players and parent/guardian volunteers
    - Create group chats for day-of volunteering
    - Work field crew shifts as needed
    - Communicate wins/opportunities with ERAA Baseball Board
    - Invoice and collect payment from ERAA Baseball Board

### **Preferred qualifications:**

- Strong organization skills
- Strong communication skills
- Attention to detail
- Ability to attend Board meetings

### **Interaction with internal parties:**

- Board members
- ERHS baseball players
- ERHS baseball parents/guardian volunteers

### **Interaction with outside organizations:**

- Fundraising organizations (e.g., Heggies Pizza)
- ERAA Baseball Board
- School district

## **SPONSORSHIP COORDINATOR**

**Length of term:** One year

**Voting rights:** No

**Estimated time commitment:** One hour per week

### **Description of duties:**

- Connect with previous sponsors via email and phone to process renewals (tied to the backstop project at this point in time)
- Build and maintain a document that illustrates to sponsors what they will receive, and the costs, with a sponsorship
- Work with Communications Coordinator, Secretary and Events Coordinator to advertise sponsors per our sponsorship agreements through means such as email, social media and banquet materials
- Ensure commitments in agreements are fulfilled
- Work with Treasurer to collect and cash sponsorship payments
- Provide regular updates of activities at Board meetings

### **Preferred qualifications:**

- Strong communication skills, both written and verbal
- Strong organization skills
- Ability to attend Board meetings

### **Interaction with internal parties:**

- Board members, especially the Project Coordinator (backstop project)

### **Interaction with outside organizations:**

- Current and potential sponsors
- External vendors to create sponsor-related products (e.g., signs)