

### **Parent's Auxiliary Director**

Serves as the liaison between the parents/membership and the Board of Directors.

Responsibilities include but are not limited to:

- At the start of the season, gather information around fundraisers, rule changes, concession duty, volunteer opportunities, general league information and league events to go into a "Parent's Packet" and give packets for each player to the Division Reps to pass out to each team.
- Work with the Treasurer to arrange for printing of the Parent's Packets.
- Organize and lead the Team Mom's meeting at the start of the season (Fall and Spring).
- Assist with finding volunteers for events and concession duty.
- Work with Fundraising Director to set up picture schedules for each team and as needed on fundraising events.
- Assist with sending Email Blasts out to League distribution lists on field closings, events, and general information.

This position will be required to be in the rotation for Board Member on Duty. While on Board Duty, each board member on duty must open and close the facility; hang the flags on game days; be available to handle incident reports; respond to inquiries from parents, players, etc. and periodically walk the complex to make sure everything is running smoothly. This position must also comply with the Conflict of Interest Policy on file with the IRS and the Virginia State Corporation Commission.

I \_\_\_\_\_, accept the responsibilities and requirements of the position of Parent's Auxiliary Director as outlined above. I understand that in accordance with the rules of Babe Ruth Leagues of Virginia, Inc. that I will have to undergo a limited background check prior to taking office. I also understand that if I am unable to perform these responsibilities and requirements I can be removed from this position by a majority vote by the Board.

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Signature

\_\_\_\_\_  
Date