

**Chino Hills PONY Baseball
Board of Directors
Roles & Responsibilities**

PRESIDENT

- A. Be a voting member of the Board in the event of a tie.
- B. Preside at all meetings of the Board of Directors, general, and special meetings.
- C. Be responsible for conducting the affairs of the League and for executing the policies established by the Board.
- D. The President, or such Officers as he may designate in writing, shall have the power to make and execute for and in the name of the League, such contracts and leases that have received the prior approval of the Board.
- E. Investigate complaints, irregularities and conditions detrimental to the League and report thereon to the Board as circumstances warrant in conjunction with the Vice President and Disciplinary Commissioner.
- F. He/she may, with the assistance of the Commissioners, examine the application and supporting proof of age document of every player candidate and certify to his/her residence and age eligibility before the player may be accepted for assessments and selection.
- G. Be a signer on the League's general checking account statements on a monthly basis.
- H. Create sub-committees and assign chairperson as necessary.

VICE PRESIDENT

- A. Be a voting member of the Board.
- B. Fulfill all of the responsibilities of the President when said person is absent.
- C. Oversee the determination of the All-Star selection pool and team formation in all divisions as appropriate in conjunction with the All-Star Commissioner.
- D. Communicate in writing all manager warnings and suspensions for violations of conduct and playing rules. Administer and follow up disciplinary actions and assure compliance of all rules by the managers in conjunction with the Disciplinary Commissioner.
- E. Compile a yearly report of all manager/coach warnings and suspensions for future manager/coach references, to be turned over to the succeeding appropriate division commissioners.
- F. Have other such duties as may be assigned by the Board or the President.
- G. Oversee Umpire vendor including invoices and handle and track umpire complaints.
- H. Be a signer on the League's general checking account statements on a monthly basis.
- I. Review final schedule with Scheduler.

SECRETARY

- A. Be a voting member of the Board.
- B. Keep the minutes of the proceedings of all meetings of the League.
- C. Maintain appropriate files, mailing lists and necessary records for the League.
- D. Handle all correspondence specifically connected with League functions.

- E. Shall notify Directors of all regular and special board meetings. In addition, will notify Regular Members of any and all General Meetings.
- F. Pick up and distribute mail from the Post Office Box
- G. Carry out such other duties as are customarily incident to the office of the Secretary or as may be assigned by the Board or the President.
- H. Conduct the seasonal Team Parent meeting and distribute team materials with Registrar
- I. Be a signer on the League's general checking account statements on a monthly basis.
- J. Coordinate Spring Pictures with Board selected vendor
- K. Establish a list of prospective managers by division to be used for manager selection

TREASURER

- A. Be a voting member of the Board.
- B. Receive all funds and securities and deposit them in a timely manner, in a bank or depository approved by the Board.
- C. Keep records for the receipt and disbursement of all funds and securities of the League.
- D. Under the direction of the President, shall prepare an annual budget for submission to the Board at the annual meeting.
- E. Submit a written Treasurer's report to the Board at the first meeting of each month.
- F. Coordinate the registration of players with the respective commissioners and be in charge of collection of fees including past due fees
- G. Maintain a tracker of Sponsors for Spring seasons including required plaques
- H. Carry out such duties as are customarily incident to the office of the Treasurer or as may be assigned by the Board or the President.

WAYS AND MEANS

- A. Be a voting member of the Board.
- B. Plan, implement, and execute all fundraising activities of the League.
- C. Submit all fundraising plans to the Board for approval and coordinate fundraiser
- D. Coordinate vendors for the League's annual Opening Ceremony
- E. Carry out other duties as may be assigned by the Board or the President.
- F. Order rings, medals and sponsor plaques as needed.

WEBSITE & SOCIAL MEDIA ADMINISTRATOR:

- A. Be a voting member of the Board.
- B. Plan and supervise all publicity for the League to include:
 - 1. Social Media posts
 - 2. Maintain website content
- C. Carry out other duties as may be assigned by the Board or the President.

EQUIPMENT DIRECTOR

- A. Be a voting member of the Board.
- B. Determine the equipment requirements of the League and supervise the acquisition and maintenance of said equipment.

- C. Issue or cause to be issued, equipment to the managers of each team.
- D. Maintain records for such issues and at the conclusion of the playing season, collect and store all equipment.
- E. Reconcile the records and report the status to the Board of Directors at the conclusion of the playing season.
- F. Carry out other duties as may be assigned by the Board or the President.

COMMISSIONERS

- A. Be voting members of the Board.
- B. Conduct the respective player assessments, drafts and all other player transactions or selection meetings for their respective division.
- C. Receive and verify league inquiries and applications for player candidates for residence and age verification.
- D. Be a member of the Disciplinary Committee, and All-Star selection Committee for their respective divisions.
- E. Conduct all meetings and communications to managers for their respective division. Required communications must be delivered to managers as soon as possible but no longer than 24 hours of receipt.
- F. Ensure 2-way communication between managers/players and board within 24 hours of receipt.
- G. Be a liaison between the Board and their respective divisions.
- H. Carry out other duties as may be assigned by the Board or the President.

REGISTRAR

- A. Be a voting member of the Board
- B. Shall coordinate registration system for all players in compliance with league guidelines.
- C. Shall keep records of registered players.
- D. Shall maintain a waitlist of players who have registered late if waitlist is being established for the respective season.
- E. Prepare assessment sheets for Managers to use at assessments.
- F. Assist with draft day and placing players on their respective teams as selected by managers
- G. Carry out other duties as may be assigned by the Board or the President.

UNIFORM CHAIR

- A. Be a voting member of the Board.
- B. Solicit bids from uniform vendors samples and quotes and present to Board for decision
- C. Determine the uniform requirements of the League and supervise the acquisition of uniforms
- D. Order uniforms for league participants based on Board decision of vendor and design
- E. Work with Secretary to set up uniform distribution for each season.
- F. Carry out other duties as may be assigned by the Board or the President.

SCHEDULER

- A. Be a voting member of the Board
- B. Create a regular season practice schedule for all divisions and distribute
- C. Create a balanced regular season game schedule for all divisions and distribute no later than 2 weeks prior to the start of the season.
- D. Create playoff schedule and distribute no later than 2 weeks prior to the start of playoffs
- E. Communicate schedule and changes to Commissioners, umpire vendor, Associated/Select league, City, and Big League Dreams as applicable
- F. Update schedule changes to Sports Engine/website

DISCIPLINARY COMMISSIONER

- A. Be a voting member of the Board
- B. Track disciplinary issues for each season
- C. Investigate and gather supporting information for disciplinary complaints
- D. Issue written notifications of disciplinary actions taken
- E. Chair the Conduct/Disciplinary Committee

RULES COORDINATOR

- A. Be a voting member of the Board
- B. Review and update rules for each division
- C. Maintain updated rules databases and share with Managers/commissions at the onset of each season
- D. Share rules with Website/Social Media Administrator to be posted to our website each season
- E. Bring forth proposed rule changes to the Board of Directors for discussion and possible vote.
- F. Work with Commissioners to address any rules violations, discrepancies, or other game related issues related to rules.

SAFETY COORDINATOR

1. Be a voting member of the Board
2. Track and maintain a list of volunteers that need to complete safety certifications, background checks, and Lifescan
3. Ensure player injuries are reported and documented throughout the season, and follow up as necessary.