

**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.
- 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 try outs and selection.
- G. Be a signer on the League's general checking account statements on a monthly basis.
- H. Attend or delegate a Board Member to attend all Park Commission, Planning Commission, School District Sports Council, and City Council meetings pertaining to the League.
- I. Be a member of the Auditing Committee.

VICE PRESIDENT

- A. Be a voting member of the Board.
- B. Fulfill all of the responsibilities of the Present when said person is absent.
- C. Oversee the determination of the All Star selection pool and team formation in all divisions as appropriate.
- D. Communicated 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.
- 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.

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. Prepare Managers' packets for the try outs and the draft.
- G. Pick up and distribute mail from the Post Office.
- H. 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.

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.
- G. Be the chairperson of the Finance Committee.
- H. Be a member and chairperson of the Auditing Committee (in coming Treasurer).
- I. 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.
- D. Coordinate and maintain an active sponsorship program and communicate and work with the Advertising and Promotional Director.
- E. Be a member of the Finance Committee.
- F. Be a member of the Auditing Committee.
- G. Carry out other duties as may be assigned by the Board or the President.

WEBSITE & SOCIAL MEDIA ADMINISTRATOR :

- A. Be a voting member of the Board.
- B. Plan and supervise all publicity for the League to include:
- C. Coordinate the procurement of all League trophies.
- D. 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. Be a member of the Finance Committee.
- G. Carry out other duties as may be assigned by the Board or the President.

COMMISSIONERS

- A. Be voting members of the Board.
- B. Receive all player transactions for their division, and maintain an accurate and up to date record thereof and notify the Secretary of any changes.
- C. Conduct the respective player tryouts, drafts and all other player transactions or selection meetings for their respective division.
- D. Receive and review applications for player candidates for residence and age eligibility.
- E. Communicate and work with the Advertising and Promotional Director on the League programs, concerning the League and team make-up.
- F. Maintain a confidential waiting list of all player candidates signing up for or registering after the last official registration date.
- G. Be chairperson of the Protest/Decision Committees, and All Star selection Committee for their respective divisions.
- H. Submit a list of all managers and coaches to the Board for approval.
- I. Conduct all meetings of managers and coaches.
- J. Schedule all League and Playoff games for their respective divisions.
- K. Be a liaison between the Board and their respective divisions.
- L. Carry out other duties as may be assigned by the Board or the President.

TEAM PARENT COORDINATOR

- A. Be a voting member of the Board.
- B. Chair all team parent meetings.
- C. Work in conjunction with the Snack Bar Liaison to ensure snack bar coverage by assigned teams.
- D. Work with appropriate Commissioners to ensure Team Parents are covered on all activities.
- E. Carry out other duties as may be assigned by the Board or the President.

REGISTRAR

- A. Shall coordinate registration of all players in compliance with league guidelines.
- B. Shall , in coordination with the player advocate and the President shall place all players in their respective divisions.
- C. Shall keep records of registered players.
- D. Shall be in charge and work with all commissioners to place all late registrants.
- E. Shall maintain a waitlist of players who have registered late.
- F. Carry out other duties as may be assigned by the Board or the President.

UNIFORM CHAIR

- H. Be a voting member of the Board.
- I. Determine the uniform requirements of the League and supervise the acquisition of uniforms.
- J. Order uniforms for league participants.
- K. Reconcile the records and report the status to the Board of Directors at the conclusion of the playing season.
- L. Be a member of the Finance Committee.
- M. Carry out other duties as may be assigned by the Board or the President.

MEMBER AT LARGE

- A. Be a voting member of the Board.
- B. Carry out other duties as may be assigned by the Board or the President.