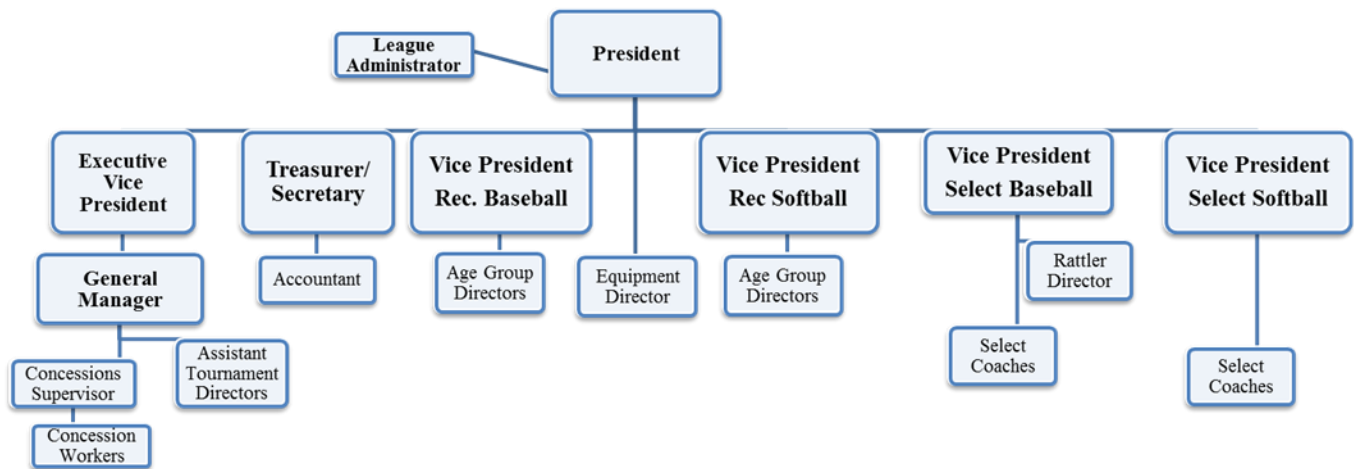




November 16th, 2015

## Roles & Responsibilities



### Qualifications and Tenure

Bylaws 4.05 - All directors and Advisory Directors shall be residents of Texas and live within the boundaries of the Lewisville Independent School District. All directors and Advisory Directors shall be members of the Corporation. Each member of the Board of Directors shall serve for a term of two years or until a successor is elected and qualified. Each Advisory director shall serve for a term of one year or until a successor is elected and qualified. A director or Advisory Director may be elected to succeed himself or herself as a director or Advisory Director.

### Duties of Directors

Bylaws 4.15 - Directors shall discharge their duties, including any duties as committee members, in good faith, with ordinary care, and in a manner they reasonably believe to be in the best interest of the Corporation. Ordinary care is care that ordinarily prudent person in similar positions would exercise under similar circumstances. In the discharge of any duty imposed or power conferred on directors, they may in good faith rely on information, opinions, reports, or statements, including financial statements and other financial data, concerning the Corporation or another person that were prepared or presented by a variety of person, including officers and employees of the Corporation, professional advisors or experts such as accountants or legal counsel. A director is not relying in good faith if the director has knowledge concerning a matter in question that renders reliance unwarranted. Directors are not deemed to have the duties of trustees of a trust with respect to the Corporation or with respect to any property held or administered by the Corporation, including property that may be subject to restrictions imposed by the donor or transferor of the property.

## ARTICLE 5 OFFICERS

### Officer Positions

Bylaws 5.01 - The officers of the Corporation shall include a president, vice president, a ~ secretary/treasurer and a League Commissioner for each Sponsored Sport. The Board of Directors may create additional officer positions, define the authority and duties of each such position, and elect or appoint persons to fill the positions. Any two or more offices may be held by the same person, except the offices of president and secretary.

### Election and Term of Office

Bylaws 5.02 - The officers constituting the Board of Directors of the Corporation shall be elected by the General Membership at its annual meeting. Each other officer of the Corporation shall be elected by the majority vote of the Board of Directors. Each officer shall hold office until a successor is duly selected and qualified.

## President

Bylaws 5.05 - The president shall be the Chairman of the Board of Directors and the chief administrator of the Corporation. The president shall supervise and control all of the business and affairs of the Corporation. The president shall preside at all meetings of the members and of the Board of Directors. The president shall designate committees and appointment members to such committees. The president shall assign duties to the various officers of the Corporation, as appropriate. The president may execute any deeds, mortgages, bonds, contracts, or other instruments that the Board of Directors have authorized to be executed. However, unless specifically authorized by the Board of Directors, the president may not execute instruments on behalf of the Corporation if this power is expressly delegated to another officer or agent of the Corporation by the Board of Directors, the Bylaws, or statute. The president shall perform other duties prescribed by the Board of Directors and all duties incident to the office of president.

- Supervise and control all of the business and affairs of FMYSA.
- Be visible
  - Attend Rec and Select games / practices both Baseball & Softball.
- Oversee and work with Board of Directors.
- Oversee AAYBA and or any other large venue.
- Be available for:
  - AAYBA Friday night registration & all day on opening Saturday for both weeks.
  - Spring & Fall coaches meetings.
  - Board Meetings
- Preside at all meetings of the members and of the Board of Directors.
- Designate committees and appointment members to such committees.
- Assign duties to the various officers of the Corporation, as appropriate.
- Execute any deeds, mortgages, bonds, contracts, or other instruments that the Board of Directors have authorized to be executed.
- The president shall perform other duties prescribed by the Board of Directors and all duties incident to the office of president.
- Set up and conduct the following:
  - Board & Membership meetings.
  - Spring & Fall Coaches meetings.
- Work with **Executive Vice President** on:
  - Operational needs.
  - Operational budget.
- Work with **League Administrator** on:
  - AAYBA & FMYSA Uniform & Admin. Purchases.
  - Scholarship funds.
  - Membership issues.
- Work with **Treasurer / Secretary** on:
  - Annual budget.
  - Day to day finances.
  - Monthly reports of the status of FMYSA funds.
  - AAYBA reports.
  - Deposits, collections, & allocation of funds.
- Work with **Equipment Director** on purchase of Equipment & Balls.
  - Help with accurate inventory list.
  - Help set up equipment distribution and collection.
  - Write RFP (Request For Proposal)
  - Request sealed bids
  - Open bids and award at open board meeting.

## Vice President

Bylaws 5.06 - When the president is absent, is unable to act, or refuses to act, a vice president shall perform the duties of the president. When a vice president acts in place of the president, the vice president shall have all the powers of and be subject to all the restrictions upon the president. If there is more than one vice president, the vice presidents shall act in place of the president in the order of the votes received when elected. A vice president shall perform other duties as assigned by the president or Board of Directors.

- When the president is absent, is unable to act, or refuses to act, a vice president shall perform the
- duties of the president. When a vice president acts in place of the president, the vice president shall have all the powers of and be subject to all the restrictions upon the president.
- Be visible
  - Attend Rec and Select games / practices both Baseball & Softball

- Perform other duties as assigned by the president or Board of Directors.
- Oversee and work with General Manager on all Operations.
  - Fields, Issues, Concerns, Operation budget, Practice field matrix etc...
  - Set up a weekend on call schedule for issues and or concerns.
- Help as needed with VP of Rec. Baseball & Rec. Softball.
- Be available for:
  - Spring & Fall coaches meetings.
  - AAYBA Friday night registration & all day on opening Saturday for both weeks.
  - Board meetings.

## **Treasurer**

### Bylaws 5.07 - The Treasurer

- a. Have charge and custody of and be responsible for all funds and securities of the Corporation.
- b. Receive and give receipts for moneys due and payable to the Corporation from any source.
- c. Deposit all moneys in the name of the Corporation in banks, trust companies, or other depositories as provided in the Bylaws or as directed by the Board of Directors or president.
- d. Write checks and disburse funds to discharge obligations of the Corporation, provided that funds may not be drawn from the Corporation or its accounts without the signature of the president or a vice president in addition to the signature of the treasurer. In addition, the Board of Directors may from time to time designate that expenditures exceeding a specific amount must also be authorized by a vote of the Board of Directors.
- e. Maintain the financial books and records of the Corporation.
- f. Prepare monthly reports of the status of Corporation funds and prepare budgets as required by the Board of Directors.
- g. Perform other duties as assigned by the president or by the Board of Directors. Bylaws of Flower Mound Youth Sports Association Page 12
- h. If required by the Board of Directors, give a bond for the faithful discharge of his or her duties in a sum and with a surety as determined by the Board of Directors.
- i. Perform all of the duties incident to the office of treasurer.

## **Secretary**

### Bylaws 5.08 - The secretary shall:

- a. Give all notices as provided in the Bylaws or as required by law.
- b. Take minutes of the meetings of the members and of the Board of Directors and keep the minutes as part of the corporate records.
- c. Maintain custody of the corporate records and of the seal of the Corporation.
- d. Affix the seal of the Corporation to all documents as authorized.
- e. Keep a register of the mailing address of each member, director, officer, and employee of the Corporation.
- f. Maintain a register of managers, coaches and sponsors and a Current team roster of all teams participating in the Corporation.
- g. Perform duties as assigned by the president or by the Board of Directors.
- h. Perform all duties incident to the office of secretary.

## **Treasurer / Secretary**

- Maintain the financial books and records of FMYSA.
- Recording the allocations of funds in & out.
- Financial Reports:
- Perform other duties as assigned by the president or by the Board of Directors.
- Take minutes of the meetings of the members and of the Board of Directors and keep the minutes as part of the corporate records.
- Receive and give receipts for moneys due and payable to FMYSA from any source.
- Help in depositing funds received.
- Work with Concessions.
  - Help with budget.
  - Approving receipts to be paid, Making deposits.
- Work with FMYSA accountant to provide:
  - AAYBA summary by October 1<sup>st</sup> of every year.
  - Year-end financials by February 1<sup>st</sup> of every year.
  - Set up Purchase Order System.
  - Financial Reports:
    - Prepare monthly reports for board meetings.
    - Prepare yearly budget with president.
- Coordinate the equipment & ball sales.
  - Work with the president on pricing.

- Work with Equipment Director on transportation and quantities.
- Be available for:
  - Board meetings.
  - Spring & Fall coaches meetings.
  - AAYBA Friday night registration & all day on opening Saturday for both weeks.

### **League Commissioners**

Bylaws 5.09 - There shall be one League Commissioner for the League of each Sponsored Sport. Each League Commissioner shall perform tasks as may be assigned from time to time by the president, such as player selection systems, the provision of umpires, screening of managers and coaches, securing equipment and uniforms, securing sponsors, and coordinating league play.

### **Vice President of Rec. Baseball & Softball**

- Conduct before & after season coaches meetings with Age Group Directors.
- Get Equipment & Ball needs to Equipment Director.
- Host annual Director Appreciation picnic/BBQ?
  - Come up with ideas then work with president on execution and funds.
- Training for Age Directors
  - Set up pre-registration meeting
    - How to build teams.
    - How to use website for registration.
  - Mentor program for age directors.
- Be visible.
  - Attend games & practices.
- Set up:
  - Clinics for Coaches and Players.
    - Work with Select VP's for clinicians & format.
  - Skills evaluations & All-star tryouts.
    - Work with Select VP's for evaluators & format.
  - Pitch Hit & Run competition.
    - Work with age group directors.
- Work with League Administrator on Uniforms:
  - Make sure all age group directors are there for both Spring & Fall distribution.
- Work with Umpire & Chief on issues and concerns.
- Be available for:
  - Board meetings.
  - In-person registration to handle any issues, concerns or approvals.
  - Uniform distribution both spring & fall.
  - AAYBA Friday night registration & all day on opening Saturday for both weeks.
  - Spring & Fall coaches meetings.

### **Vice President of Select Baseball & Softball**

- Get Equipment & Ball needs to Equipment Director.
- Work with Select Coaches:
  - Mentor New Select Coaches.
  - Conduct before & after season coaches meetings with coaches.
  - Coaches & Players clinics
    - Work with High School Coaches.
- Be visible.
  - Attend games & practices.
- Work with Rec VP's to:
  - Set-up clinics for Rec Coaches & Players.
    - Pitching, Fielding, Hitting.
  - Coordinate clinicians (select coaches) & set up format.
    - Skills evaluation & All-star tryouts.
  - Set up mentoring program for Rec coaches.
- Work with Umpire & Chief on issues and concerns.
- Set up Skills evaluations & All-star tryouts.
  - Work with Select VP's for evaluators & format.

- Be available for:
  - Board meetings.
  - Spring & Fall coaches meetings.
  - TEBA meetings (Baseball)
  - AAYBA Friday night registration & all day on opening Saturday for both weeks.

### **League Administrator**

- Maintain a register of managers, coaches and sponsors and a current team roster of all teams participating in FMYSA, including mailing address of each member, directors, officers, and employee(s) of FMYSA.
- Perform duties as assigned by the president or by the Board of Directors.
- Uniforms:
  - Order Uniforms.
  - Set up dates for uniform distribution on the calendar for the year.
- Aiding with securing corporate sponsorships.
- Work with President on
  - Work with president on writing RFP for uniform & AAYBA merchandise bidding purposes.
  - Administrative needs.
  - Scholarship funds & distribution of the funds.
- Assisting Treasure / Secretary with book keeping needs.
- Be available for:
  - In-person registration (Spring & Fall)
  - Uniform distribution.
  - AAYBA Friday night registration & all day on opening Saturday for both weeks.

### **General Manger**

- Work with Town of Flower Mound:
  - Maintenance on fields
  - Field allocations & Closures.
  - Approved projects.
- AAYBA
  - The lead point person.
  - Aiding and securing Corporate sponsorships.
  - Working with the Town of Flower Mound, City of Lewisville, Highland Village & any other communities on securing and maintaining fields.
- Perform duties as assigned by the president or by the Board of Directors.
- Work with Executive Vice President
  - Fields, Issues, Concerns, Operation budget, Practice field matrix etc...)
- Perform duties as assigned by the president or by the Board of Directors.
- Point person for the main FMYSA calendar
  - Work with League Administrator on dates for the calendar.
- Concessions
  - Operations
    - Oversee the hiring and training.
    - Oversee the purchase of goods & equipment.
    - Work with Treasurer / Secretary.
    - Budgets, Deposits, Approving receipts to be paid.

### **Equipment Director**

- Handle Playing Equipment & Balls.
  - Maintain Equipment Storage Unit.
  - Accurate inventory list of equipment & balls.
  - Work with all four VP's of Baseball & Softball on equipment & ball needs.
  - Work with all four VP's of Baseball & Softball on equipment & ball distribution and collection.
  - Set dates for the year for equipment & ball distribution and collection.
  - Work with Treasurer / Secretary on equipment sales at coaches meeting in the Spring & Fall.

### **Age Group Directors (Baseball / Softball)**

- Coaches:
  - Conduct before & after season coaches meetings.
  - Recruit new coaches.
  - Communication
    - Fields closures, League updates, Scheduling etc...

- Get Equipment & Ball needs to Equipment Director.
- Post registration:
  - Build teams in website.
- Be visible.
  - Attend games & practices.
- Work with League Administrator on Uniforms:
  - Make sure all age group directors are there for both Spring & Fall distribution.
- Work with VP's on:
  - Umpire issues and concerns.
  - Mentoring program.
- Be available for:
  - Board meetings.
  - In-person registration to handle any issues, concerns or approvals.
  - Uniform distribution both spring & fall.
  - AAYBA Friday night registration & all day on opening Saturday for both weeks.
  - Spring & Fall coaches meetings.
  - Pre-registration meeting with VP's
  - Pitch Hit & Run competition.
  - Skills evaluations & All-star tryouts.
  - Clinics for Coaches and Players.