Lake Stevens Little League Board Positions & Commitment

Commitment Level Key:

Large Commitment - Weekly duties during both the Spring seasons and Fall ball seasons with monthly duties during the offseason months. This involves a yearlong commitment and ranges from 10 - 20 hours a week in season with 0 - 4 hours a week out of season.

Medium Commitment - During the Spring and Fall seasons expect spikes of commitments depending on the role and time of the season. There is a minimal amount of work out of the season but most of these positions will have some commitment needed in the offseason. In season expect 0 - 10 hours of work weekly and out of season expect 0 - 2 hours of work in a week.

Small Commitment - Most, if not all these duties will take place in the Spring season only with no real commitment in the offseason. These duties will be roles that have specific duties during a couple of times during the season and will vary between 10 - 30 hours total over an entire Little League season that spans 5 months.

\* President - (Large Commitment) Executive Board position who presides at league meetings, and assumes full responsibility for the operation of the league. The president receives all mail, supplies, and other communications from the Little League International. The president must see to it that league personnel is properly briefed on all phases of rules, regulations, and policies of Little League. The league president is the contact between the local organization and Little League International.

\* Vice President of Softball - (Large Commitment) Executive Board position that is responsible for scheduling practices, games and end of the year tournaments, the recruitment of coaches, manage preseason coach’s meetings and oversee all duties related to the Softball divisions.

\* Vice President of Baseball - (Large Commitment) Executive Board position that is responsible for scheduling practices, games and end of the year tournaments, the recruitment of coaches, manage preseason coach’s meetings and oversee all duties related to the Baseball divisions.

\* Secretary - (Large Commitment) Executive Board position that maintains a register of members and directors; records the minutes of meetings; is responsible for sending out notice of meetings, issues membership cards and maintains a record of league’s activities.

\* Treasurer - (Large Commitment) Executive Board position that Signs checks co-signed by another officer or director; dispenses league funds as approved by the Board of Directors; reports on the status of league funds; keeps local league books and financial records; prepares budgets and assumes the responsibility for all local league finances.

\* Player Agent/Registrar - (Large Commitment) Executive Board position that Conducts annual tryouts, oversees player selection, assists president in checking birth records and eligibility of players; serves as a member of the Board of Directors of the local league and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League.

\* Umpire in Chief - (Large Commitment) Executive board position that serves as coordinator of and advises the league President on the league umpire program; responsible for recommending umpires to the league President for appointment to the league umpire roster; recruiting and retaining volunteer umpires; establishing a league umpire training program; communicating rule changes to league umpires; scheduling league umpires for regular season games; and attending Umpire Training programs at the District, State, Region, and/or Headquarters level as needed.

\* League Information Officer - (Medium Commitment) Manages league’s official website; assigns online administrative rights to other local volunteers; distributes important information on league activities including direct dissemination of fundraising and sponsor activities to Little League, the district, the public, league members, and the media utilizing the web site and the league Facebook page.

\* League Fundraiser Coordinator - (Small Commitment) Manages the organization and implementation of the leagues spring season fundraiser.

\* Coaching/Player Development Coordinator - (Medium Commitment) Represents coaches/managers in league; presents a coach/ manager training budget to the board; gains the support and funds necessary to implement a league-wide training program; orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary; serves as the contact person for Little League and its manager-coach education. Receives and distributes coaching information from Little League International and distributes to all coaches and managers.

\* Corporate Affairs - (Small Commitment) Coordinator for reaching out to local corporations for their help in supporting the league with donations and marketing opportunities along with being responsible for understanding and instructing league volunteers on corporate match programs if eligible

\* Equipment Coordinator - (Small Commitment) Serves as the coordinator for all league equipment needs; responsible for developing an equipment budget for the season; maintaining an inventory of the current equipment and responsible for assigning out gear to the coaches for the season.

\* Uniform Coordinator - (Medium Commitment) Is the coordinator for all the leagues uniform needs for the regular seasons and tournament teams; responsible for developing the uniform budget for the year; responsible for sourcing and getting quotes for new uniforms and for coordinating the receiving of uniforms and delivery the uniforms to the teams.

\* Team Sponsorship Coordinator - (Small Commitment) Organizes and manages the team sponsorship message to the coaches and coordinates with the outside vendor that supplies the sponsorship banners

\* Safety Officer - (Small Commitment) Coordinates all safety activities; ensures safety in player training; ensures safe playing conditions; coordinates reporting and prevention of injuries; solicits suggestions for making conditions safer; reports suggestions to Little League International through the league president and prepares the ASAP plan for submission to Little League International.

\* Director of Concessions - (Medium Commitment) Maintains the operation of concession facilities; organizes the purchase of concession products; responsible for the management of the concession sales at league events; schedules volunteers to work the concession booth during league events and organizes, tallies and keeps records of concession sales and purchases.

\* Director of Facilities - (Large Commitment) Responsible for repair and improvement recommendations, supervision of the performance of approved projects, and for the care and maintenance of the playing fields, buildings and grounds; Shall recommend an annual budget and operate within the amount appropriated in the approved budget for that purpose and to help execute any projects that are requested of him/ her by either the President or the Board of Directors.

\* Softball Division Coordinator/Player Agent - (Medium Commitment) Responsible for being the first point of contact for the divisions coaches for general needs; attending and assisting the VP of Softball with coach’s meetings; assisting the league Player Agent with player placements and moves if necessary.

\* Baseball Majors Coordinator/Player Agent - (Small Commitment) Responsible for being the first point of contact for the divisions coaches for general needs; attending and assisting the VP of Baseball with coach’s meetings; assisting the league Player Agent with player placements and moves if necessary.

\* Minors Coordinator/Player Agent - (Small Commitment) Responsible for being the first point of contact for the divisions coaches for general needs; attending and assisting the VP of Baseball with coach’s meetings; assisting the league Player Agent with player placements and moves if necessary.

\* T-Ball/Rookies Coordinator - (Small Commitment) Responsible for being the first point of contact for the divisions coaches for general needs; attending and assisting the VP of Baseball with coach’s meetings; assisting the league Player Agent with player placements and moves if necessary.