



PTWLL Board Members' Responsibilities

Board Members will be needed to assist with throughout the year in all parts of Par-Troy West Little League

* **Refreshment Stand-Complex Duty**- There needs to be a minimum of 1 board member at ALL times working/overseeing the refreshment stand and complex. Their responsibility will be to oversee the volunteers who are working there and to fill out a tally sheet with the shifts cash and receipt at the end of their shift. It is also their responsibility to close down the refreshment stand, if necessary, coordinate the volunteers who are working there at the time and to coordinate the clean up of the stand, bathrooms and complex area at the end of their shift. **All Board Members are required and expected to participate a minimum of 5 times during the Spring season and multiple times during the Summer All Star season.**

***Tournaments** - Announcing, scorekeeping, attending, setting up for. At least 2 Board Members will be assigned for each game PTW hosts. Baseball and Softball. Please keep this in mind because we will be host several District and Sectional games in July, your participation is expected and needed. **Keep in mind, July is a busy month. The season does not end in mid June. You will be expected to help and assisted through the latter part of July.** **All Board Members are required and expected to participate.** If everyone chips in, it's not too bad.

*Be available for pre/post season complex conditioning, drafts, tryouts, all other PTWLL related activities.

*Representing the PTWLL Board of Directors and attending different games at all levels during the regular and All-Star Season when needed

* **League Directors** will be needed to assist with equipment and uniform distribution and inventory. **It is your responsibility to be there on distribution day as well as collection day.**

* **League Directors** and assistant directors are expected to be at the drafts for their respected leagues as well as VP's, Player Agent and the President.



PTWLL Board Members' Responsibilities

Other things to Keep in Mind

1. **Board members are asked to remember that they give the perks and do not take the perks.**
2. **Your responsibility is to all the children of the league FIRST.** This organization is for the children's benefit, no one else's. **As a Board member your first responsibility is to the Operations and Running of the League and the Board of Director for the benefit of the children.**
3. You are a representative of "The Board of Directors" of a little league program. As such, you are held in the highest of standards when it comes to the Little League program. Your conduct on and off the field is a reflection of the entire Board. It is your duty and responsibility to abide by and uphold all the rules and regulations of Little League Baseball and of Par-Troy West Little League. Please always keep that in mind.
4. If a Board Member violates any rule, regulation or procedure, it may result in disciplinary action and will be followed up by an investigation from members of the Board of Directors.
5. Confidentiality in closed session is expected from all Board Members. If you feel you have a problem with this, please excuse yourself and leave the room prior to the closed session.
6. In order for things to work for the benefit of the children, **we as a Board, must work together.** Try to keep in mind at all times that this program is for the enjoyment of the kids. It's our responsibility to make sure that every child has an enjoyable and fulfilling time.



PTWLL Board Members' Responsibilities

Executive Board - Responsibilities

Section 3. President. The President shall:

- (a) Conduct the affairs of the Par-Troy Little League West and executive the policies established by the Board of Directors.
- (b) Present a report of the condition of the Par-Troy Little League West at the Annual Meeting.
- (c) Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the Par-Troy Little League West.
- (d) Be responsible for the conduct of Par-Troy Little League West in conformity with the constitution and By-Laws of the Par-Troy Little League West and the policies, principals, Rules and regulations of Little League Baseball, Inc. as agreed to under the conditions of the charter issued to the Par-Troy Little League West by that organization.
- (e) Designate in writing other Officers, if necessary, to have power to make and execute for and in the name of the Par-Troy Little League West such contracts and leases as may have received the prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Par-Troy Little League West and report thereof to the Board as circumstances warrant.
- (g) Review and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent examine the application and supporting proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
- (i) Designate for approval by the Board, the names of managers/coaches for the entire league.
- (j) When circumstances require, the President shall review all expenditures with the Treasurer and as set forth in these rules' co-sign all checks issued by the Par-Troy Little League West.
- (k) Have the authority to spend or approve up to \$300.00 without Board approval for the league or any matter deemed appropriate.
- (l) Have the authority to veto any policy or circumstance deemed not in the best interest of the children or league for further review by the Executive Board
- (m) Designate standing committees on behalf of Par-Troy Little League West and oversee
- (n) Oversee and direct all activities on Par-Troy West Complex Property

Section 4. Vice President of Administration. The Vice President of Administration shall:

- (a) In case of absence or disability of the President, and provided he or she is authorized by the President of the Board so to act, the Vice President shall perform the duties as from time to time may be assigned to him or her by the Board of Directors or by the President.
- (b) Shall be responsible for all administrative matters pertaining to Par-Troy Little League West.
- (c) Be responsible for scheduling all league games as needed and deemed by the President.
- (d) Shall oversee and direct the activities of those Board Members responsible for the following:
 - 1. Big, Senior, Junior, Major, Minor, Farm, and T-Ball Baseball Directors.
 - 2. Organization of Parent Volunteers
 - 3. Insurance
 - 4. Equipment
 - 5. Uniforms
 - 6. Complex Fields
 - 7. Field Maintenance
 - 8. Volunteer Coordinator
 - 9. Snack Stand



PTWLL Board Members' Responsibilities

Section 6. Vice-President of Softball. The Vice-President of Softball shall:

- (a) Be responsible for:
 1. Scheduling Softball games
 2. Scheduling Softball umpires
 3. Softball Parent Volunteers
 4. Softball Fields and Property
 5. Oversee and Direct activities of Managers and Coaches.

Section 7. Secretary. The Secretary shall:

- (a) Be responsible for recording the activities of the Par-Troy Little League West and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the Office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular and Honorary Members, Directors, and Committee Members and give notice of all meetings of the Par-Troy Little League West, the Board of Directors and Committees.
- (d) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee and cause them to be recorded in a book kept for that purpose.
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders votes and resolutions not otherwise committed.
- (f) Notify Members, Directors, Officers and Committee Members of their election or appointment.
- (g) Keep the exclusive and official attendance record of all called to order Board of Directors meetings and notify the President of incursion of par. B sec. 5 Article 4.

Section 8. Treasurer. The Treasurer shall:

- (a) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Submit to the Board of Directors all expenditures not budgeted and previously approved by the Board for payment.
- (d) Keep records for the receipt and disbursement of all monies, and with the vice-president of Administration or the President, review and approve with the Board of Directors expenditures from allowed funds and draw checks therefore.
- (e) Prepare an annual budget, under the direction of the President and/or vice president of Administration for submission to the Board of Directors at the Annual Meeting.

Section 9. Player Agent. The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- (c) Conduct the player draft and all other players' transaction or selection meetings, as set forth in the Par-Troy Little League West Operational Rules and Regulations Article IX.
- (d) Prepare the Player Agent's list.
- (e) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed, and the Tournament Team eligibility affidavit.
- (f) Notify Little League Headquarters of any subsequent player replacements or trades.



PTWLL Board Members' Responsibilities

- (f) Conduct player tryouts, as set forth in the Par-Troy Little League West Operation Rules and Regulations Article IX.
- (g) AD/Journal/Yearbook

Section 10. Safety Officer. The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information of the opportunities to provide a safer environment for children and all participants of Little League Baseball
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting
- (c) Facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers
- (d) Promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities
- (e) Define a process to assure that incidents are recorded, information is sent to league/district and national offices and follow-up information on medical and other data is forwarded as