

2008 Board of Directors

Ballard Little League

Position	Position Description
President	President presides at league meetings, and assumes full responsibility for the operation of the local 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.
Secretary	The secretary 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	The treasurer signs checks; 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. Treasurer also prepares an annual financial report for submission to the Membership, Board of Directors and Little League Headquarters.
Player Agent - Baseball	The player agent is in charge of player selection, recording all player transactions and maintaining accurate records; assists President in checking birth records and eligibility of players; prepares and submits team rosters to Little League Headquarters; and generally supervises and coordinate the transfer of players to or from the minor leagues, according to provisions of the regulations of Little League.
Player Agent - Softball	The player agent is in charge of player selection, recording all player transactions and maintaining accurate records; assists President in checking birth records and eligibility of players; prepares and submits team rosters to Little League Headquarters; and generally supervises and coordinate the transfer of players to or from the minor leagues, according to provisions of the regulations of Little League.
Vice President Jr/Sr Baseball	The VP of juniors/seniors conducts the junior/seniors tryouts, attends and serves as Ballard Little League representative at the district 8 junior/senior coordinator meetings, coordinates the intra-league/Wood Bat tournament and is a liaison between the junior/senior managers, coaches, and families and the board. The VP also recruits managers and coaches for recommendation to the president and represents the League in all interleague meetings for their respective divisions.
Vice President Major Baseball	The VP of majors conducts the major assessments and is a liaison between the major managers, coaches and families and the board. This position also coordinates interleague activities at the majors level for Ballard Little League. The VP also recruits managers and coaches for recommendation to the president and represents the League in all interleague meetings for their respective divisions.
Vice President AAA Baseball	The VP of AAA assists with assessments and is a liaison between the AAA managers, coaches and families and the board. This position also coordinates interleague activities at the majors level for Ballard Little League. The VP also recruits managers and coaches for recommendation to the president and represents the League in all interleague meetings for their respective divisions.
Vice President 89ers	The VP of 89ers conducts the 89er assessments and is a liaison between the 89er managers, coaches and families and the board. This position also coordinates interleague activities at the majors level for Ballard Little League. The VP also recruits managers and coaches for recommendation to the president and represents the League in all interleague meetings for their respective divisions.

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Vice President Softball	The VP of softball conducts assessments, recruits players, serves on the District 8 City Division Softball Intercouncil, and is a liaison between the softball manager, coaches and families and the board. The VP also recruits managers and coaches for recommendation to the president and represents the League in all interleague meetings for their respective divisions.
Director of Recruitment and Retention	The Director will be responsible for leading advertising and recruiting of both softball and baseball players and will assist the player agent with registration as needed.
Safety Officer	The safety officer 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, and reports suggestions to Little League International through the league President. Additionally, Ballard Little League specific duties include: reviews, revises and submits yearly safety plan, schedules first aid training class, attends Dist. 8 annual safety officer meeting, picks up first aid kits from Magnum storage locker and refills/replaces kits. Distribute kits to manager/coaches at coaches meeting, have coaches sign out for their kit. Attend parent rep meeting, follow up with coaches if they need extra first aid supplies, follow up with families/coaches if injuries occur within required time period.
Chief Umpire	The chief umpire develops an umpire training and equipment budget; coordinates training of volunteer umpires; investigates complaints about volunteers umpires; investigates complaints related to disputed games; acts as a liaison between the volunteer umpires and the League.
Umpire Scheduler	The Umpire Scheduler schedules volunteer umpires for games.
Equipment Manager	The equipment manager develops budgets for new equipment; inventories of all equipment owned by the League; purchases new equipment within the limits of the budget; maintains and organizes the league's equipment; distributes the equipment to teams; and collects the equipment at the end of the season.
Uniform Manager	The uniform manager develops budgets for new uniforms; inventories of all uniforms owned by the League; purchases new uniforms within the limits of the budget; maintains and organizes the league's uniforms; distributes the uniforms to teams; and collects the uniforms at the end of the season.
Fundraising Chair	The fundraising chair will be responsible for developing, organizing and overseeing fundraising programs for the league as approved by the Board. Only one fundraising program involving the players is allowed per year. All fundraising activities have to be approved by the District.
League Information Officer	Sets up and manages league's official web site, assigns online administrative rights to other local volunteers and ensure that league news and scores are updated online on a regular basis. The person also collects, posts and distributes important information on league activities include direct dissemination of fund-raising and sponsor activities to Little League, the district, the public, league members and the media. In Ballard Little League, this position also creates and distributes a newsletter 3 times per year.
Parent Rep Coordinator	At the beginning of the season the parent rep coordinator sets up a meeting for parent reps from each team and maintains a list of parent reps. The Coordinator shall assure that each team has a parent rep; distribute written responsibilities of parent reps to managers and parent reps; and distribute local team news to the parent reps.

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Coaching Coordinator	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 distributions 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 program for the league.
Board Member at Large – Position #1 – Special Events	This is an at-large position responsible for coordinating events including the jamboree, year-end picnic, tournament support and other events as approved by the board.
Board Member at Large – Position #2 - Field Scheduler	This is an at-large position. The field scheduler puts together the schedules for practices and games at the beginning of the season and coordinates with other league schedulers for interleague games and any year end tournaments, works with District 8 scheduler for upper division schedules.
Other Board Appointed Non-Voting Positions	
Sponsor Liaison – Board appointed position	Sends letters to sponsors at end of season for commitment to next season, sends letters to sponsors near end of the year, follows up with correspondence regarding commitments and payment of sponsorship fees, maintains the sponsor notebook, which includes list of past, current and potential sponsors.
Mariner Ticket Coordinator – Board appointed position	The person coordinates the Ballard Little League/Mariners nights by advertising to the teams and distributing tickets.
Apparel Coordinator	This person coordinates ordering and distributing Ballard Little League apparel ordered by players, coaches and families.
Trophy Coordinator	Towards end of season coordinates the return of trophies, engraving of current season winners, maintains list of who received what trophy, and arranges for trophies to be at the end of season picnic.
Photo Coordinator	The photo coordinator organizes team photos on Jamboree day and distributes photos to teams.
Summer League Coordinator	Coordinators for the 60' and 90' diamonds distribute the summer league registrations to managers, collect registration forms and fees, works with summer league managers (if known) to divide players into teams to balance for skill and vacation availability, works with other leagues' summer coordinators to schedule games.