

# **Renton Little League Board Member Positions**

## **PRESIDENT**

Responsible for ensuring the board is running per the established Little League and RLL rules, represents RLL at District meetings, leads the RLL board meetings and addresses issues that may arise within the board. Also ensures that board members are upholding their roles.

## **VICE PRESIDENT**

Support the president in any situations as needed. This person may assist with any role on the board as appropriate. The Vice President would step in and take on the President role should the President not be able to fulfill the role.

## **SECRETARY**

Take notes at all RLL meetings, such as Board meetings, General Membership, etc.; typing and sending meeting Minutes out by email to all Board members for prior approval before ensuring that they (the minutes) get posted to the website. Also, assist the President in running board meetings and write thank you notes to persons/organizations that have aided RLL.

## **TREASURER**

Assume general responsibility and oversight for all RLL finances including: signs checks as directed by the Board, dispense funds as approved by Board, report on status of league funds, prepare and submit league tax returns, prepare budgets with help of the Board of Directors, plan and coordinate an independent audit with a third party at the conclusion of our fiscal year.

## **EQUIPMENT MANAGER**

Inventory equipment and ensure that it is ready to be handed out to Managers/Coaches. Responsible to ensure the necessary equipment has been purchased and also collect the equipment at the end of the season. Ensures the equipment storage facility is kept clean and orderly.

## **UNIFORM COORDINATOR**

Manage all aspects of uniform inventory for the league; includes manage physical inventory at the league storage facility, keep storage area clean and orderly, make recommendations to the board on uniform purchases and oversee distribution and return of uniforms. Also is responsible for All Star uniform purchase and handout in coordination with the Players Agent.

## **FIELD SCHEDULER**

Partner with various agencies to procure field availability for league practices and games. This position creates and distributes the league's practice and game schedules.

## **UMPIRE IN CHIEF**

Recruit and train competent umpires, assign umpires to scheduled/rescheduled games and participate in any protest resolution meetings. The umpire in chief may also umpire games as needed.

### **FIELD MAINTENANCE**

Oversee field conditions and maintenance for all league playing fields, makes recommendations to the board on field improvement expenditures and partners with various agencies to continually improve the condition of RLL's playing fields.

### **REGISTRAR**

Assist families with signing up for RLL, utilizing onsite and website sign ups. This person will also assist the Players Agents to ensure that teams are put together by school area with varying skill levels on each team.

### **PLAYER AGENT**

Establish teams and assign players to a team (which may include conducting tryouts with the aid of the board), assist the president in checking birth records and eligibility of players and serve as primary contact for concerns between the players/coaches/board throughout the season. The player agent must not manage, coach or umpire in the division over which he/she has authority. 3-4 Player Agents preferred.

### **SAFETY COORDINATOR**

Update and revise the Little League Safety plan and first aid kits. Also responsible to attend District Safety meeting, making sure that one coach from each team attends the same meeting and lastly handing out accident reports.

### **COACHING COORDINATOR**

Recruit and screen prospective Managers/Coaches; coordinate Managers/Coaches meetings; represent managers/coaches in RLL; present a manager/coach training budget to the RLL Board of Directors; order and distribute training materials to players, coaches and managers; coordinate coaching mini-clinics prior to every season; contact person for RLL and its Manager/Coach education program for the league; run background checks on prospective Managers/Coaches.

### **WEBMASTER/INFORMATION OFFICER**

Manage and update the RLL website in a timely manner; ensure that league news and scores are updated on a regular basis; collect, post and distributes important information on RLL website; oversee league email accounts and assign administrative privileges to the website; oversee a web survey of parents, coaches and volunteers, etc.

### **FUNDRAISER COORDINATOR**

Organize and provide opportunities for families to fundraise a portion of their costs to participate in RLL Baseball/Softball including; monitor fundraising distribution of items and collect ALL monies for the league, maintain contact with all managers/coaches to ensure prompt and full payment from all teams participating in the fundraiser.

### **SOFTBALL COORDINATOR**

Coordinate all aspects of the softball program. Works closely with other board members to ensure the needs of the softball program are identified and addressed. This includes fields, player assignments, uniforms, equipment and fundraising.