

FNYB Board Member Positions and Job Descriptions

President*

1. Oversee the entire FNYB organization.
2. Form the Executive Committee, and appoint people as needed.
3. Develop the budget.
4. Organize league calendar and meetings, and establish an agenda for each meeting.
5. Oversee the money-making aspects of the league and have the following Board members report directly to him/her:
 - Treasurer
 - Sponsor Coordinator
 - Equipment
 - Field Maintenance
 - Secretary
 - Snack Bar Coordinators
 - Tournament Director
 - Team Volunteer Coordinator
6. Work with the Vice-President and Executive manager to ensure communication within the various areas of the league.
7. Oversee the development of game schedules, and the coordination of manager and team volunteer meetings.

Vice President*

1. Oversee the rules and of the league during the season,
2. Know and have rules prepared for the season and see that they are followed as the season progresses.
3. Run the protest committee and set meetings according to needs.
4. Have the following Board members report directly to him/her:
 - Upper/Lower Player Agent
 - **All** Commissioners
 - Special Events Coordinator
 - Upper/Lower Umpire in Chief
 - Fund-Raiser Coordinator
 - Publicity
5. Work with President, Executive Manager, and Special Events Coordinator on Special Events.

Executive Manager*

1. Oversee and coordinate the league's insurance.
2. Help President and Vice President as needed.
3. Help in all areas as needed through out the season.
4. Work with Rules Director and help oversee Rules Committee.

Secretary*

1. Prepare a report of each meeting and have copies for each Board member at the next meeting.
2. Notify all Board members of Board of Directors meetings.
3. Work with Executive Board and the FNYB Board of Directors with any correspondence needed for the league.
4. Appoint a substitute in case of absence.

Treasurer*

1. Handle all monies from the Snack Bar, Fundraising, Signups, Tournaments, Equipment, and Sponsor program (at the end).
2. Keep league within the budgeted expenditures.
3. Pay all bills for FNYB except for sponsor-related items.
4. Prepare a report for each Board of Directors meeting on the financial status of FNYB.
5. Work with accountant on Income Tax
6. Work with President to establish the budget.
7. Recruit an assistant if needed.

*Member of Executive Board

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Rules Director

1. Oversee and run Rules Committee.
2. Head protest committee.
3. Compile rule book for FNYB and have them printed.
4. Distribute rule book to Managers.
5. Participate in drafts.
6. Run Board of Directors Elections.
7. Work with umpire-in chiefs with training and scheduling of umpires.

Commissioners (All Divisions)

1. Run respective division smoothly and fairly.
2. Have a through knowledge of division rules.
3. Work with President on scheduling.
4. Work with President and Vice-President on try-outs for the league.
5. Work with Tournament Director on tournament tryouts or other selection process.
6. Work with President, Vice-President, and Player Agent on drafts.
7. Make decisions consistent with the rules and the bylaws of FNYB.
8. Handle breakout meetings with managers at Manager's meetings.
9. Maintain and update league standings and notify the Newsletter Coordinator monthly.
10. Set makeup games in case of rainouts or postponements.
11. Be a member of the protest committee.

Player Agents (Upper and Lower Division)

1. Handle the signup and placement of all players within the league.
2. Coordinate all additions and subtractions to the player rosters.
3. Coordinate the draft.
4. Coordinate signups to ensure all shifts are covered.

Umpire-in-Chiefs (Upper and Lower Division)

1. Train and schedule all regular and post-season umpires, with input from the division commissioners.
2. Have a through knowledge of all rules.
3. Schedule training clinics before and during the season.
4. Develop a backup system in case of umpire cancellation or no-show.
5. Establish a system to account for games umpired; set a plan for payment based on umpire accountability.
6. Be a member of the protest committee.
7. Provide each snack bar with the umpire schedule, at least on a weekly basis.
8. Work with Tournament Director on tournaments.

Equipment Manager/Assistant Equipment Manager

1. Organize, maintain and purchase all FNYB baseball related equipment.
2. Establish an inventory system to monitor all equipment.
3. Evaluate the status of all equipment, dispose of unusable equipment, repair damaged equipment and oversee the purchase of new equipment.
4. Work with President in establishing a budget for equipment.
5. Establish a system to track any equipment issued.
6. Work with sponsor coordinator concerning any team equipment purchases.

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Tournament Director

1. Handle all tournaments functions within FNYB.
2. Actively investigate and enter all tournament teams for Memorial Day and post season tournament.
3. Develop communication with other leagues to build an information network concerning tournaments.
4. Actively recruit teams for all tournaments.
5. Organize brackets and times for tournaments.
6. Work with umpire-in chiefs, snack bar coordinator, managers and field maintenance to set up all necessary schedules for tournaments.
7. Handle all income from tournaments and turn into Treasurer.
8. Purchase trophies, pins, t-shirts, etc. for tournaments.
9. Coordinate try-outs for tournaments.
10. Oversee selection of teams and managers for tournaments.
11. Coordinate with commissioners for dates and times of the FNYB tournaments.
12. Work with President in pursuing affiliations in a baseball organization.
13. Recruit an assistant if needed.
14. Form and oversee an All Star Committee if necessary.

Field Maintenance

1. Maintain all FNYB fields.
2. Evaluate all equipment related to field upkeep.
3. Determine if fields are playable during season. Notify commissioner of any canceled games due to field conditions.
4. Evaluate the conditions of all exterior maintenance and develop a plan for improvements.
5. Develop a plan for work parties before and during the season.
6. Work with President to develop a budget.
7. Oversee the purchase of new materials.
8. Distribute and collect all keys.
9. Log participants of field work parties and assign practice time on fields as earned.

Sponsor Coordinator

1. Organize and set criteria for sponsors for the teams in the league.
2. Handle Sponsor budget and be responsible for all monies for players, banners, and reimbursement for team-related items and to the league.
3. Recruit an assistant to help with the budget of the program if necessary.

Fundraiser Coordinator

1. Organize, set dates, and oversee all league-sponsored fundraising activities.
2. Collect all income from fund-raising activities and turn it in to the Treasurer.
3. Establish a committee of volunteers to aid in the organization of all fund-raising activities.
4. Work with Vice-President on these duties.

Special Events Coordinator

1. Coordinate all special events with Vice President and President, including Opening Day and Parade, Cap Day, Picture Day, Closing Day, etc.
2. Form and head committee for purchasing of Closing Day trophies.

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Business Manager (Team Volunteer) Coordinator

1. Oversee organization of team volunteers.
2. Disseminate all league information to team volunteers.
3. Work with President and Vice-President in organizing volunteer meetings.
4. Assist Snack Bar Coordinator in developing snack bar schedules.

Snack Bar Coordinator(s)

1. Prepare, clean up, and organize of all FNYB snack bars.
2. Work with President and Treasurer to establish a budget, purchase equipment, and set up a system to purchase all saleable items.
3. Work with President on any improvements needed.
4. Recruit assistants as necessary.
5. Work with Vice-President on snack bar schedule and procedures.

Newsletter Coordinator

1. Write, compile, and disseminate league information to players, parents and other league members through the newsletter.
2. Organize, print, and mail the newsletter.
3. Work with other Board members regarding flyers or other correspondence for the league.
4. Prepare and distribute all try-out flyers.
5. Publish team standings in newsletter.
6. Coordinate efforts with Publicity Coordinator and Webmaster.
7. Recruit an assistant if needed.

Publicity Coordinator

1. Compile team highlights and report to local newspaper.
2. Assist Newsletter Coordinator if needed.
3. Work with President to create advertising campaign to increase participation in the league. This includes but is not limited to ads in local newspaper for signups, special events, tournaments, etc.
4. Promote league activities through articles in local newspaper, at local functions such as the Fremont Art & Wine Festival, and announcements on local cable TV and radio stations if possible.
5. Assist Webmaster in promoting league on website.

WebMaster

1. Create and maintain league website.
2. Update website with new information at least weekly.
3. Work in conjunction with Newsletter Coordinator and Publicity Coordinator to send a consistent message about the league, its goals and objectives.