

## Big Lake Baseball Association Job Descriptions

**President:** Oversee the entire BLBA, run all meetings, act as a representative of the BLBA in various matters. This is a board position (voting member).

**Vice President:** Attend all meetings, fill in during the absence of the President, be available for parental input. This is a board position (voting member).

**Treasurer:** This is a board position (voting member). The Treasurer shall keep accurate account of all moneys received by her/him and deposit the same in the name of the Association in such account, or accounts, as shall be approved by the proper officers of the Association, whose approval shall be authorized by motion or resolution of the Board of Directors. All outgoing checks shall be signed by both the Treasurer and President of the BLBA. At each monthly meeting of the Board of Directors she/he shall make a statement of the financial condition of the Association, and at the annual meeting of the Association she/he shall submit a detailed report of the financial statement of the Association for the preceding fiscal year, which such report shall be audited either by the Board of Directors or an accountant designated by the Board of Directors.

**Secretary:** Record minutes at BLBA meetings, type up minutes and have them available at the next meeting, prepare an agenda for each upcoming meeting, contact the West Sherburne Tribune to inform them of upcoming meetings. This is a board position (voting member).

**Associate Director:** Attend BLBA meetings, provide support and act as an advisor. This is a board position (voting member).

**Tournament Coordinator**--oversee tournament directors, update yearly tournament information (change dates and other applicable information), send the tournament information to the following places: [www.mba.com](http://www.mba.com), [www.msf1.org](http://www.msf1.org), [www.mbt.bz](http://www.mbt.bz), and [myas.org](http://myas.org)

**Tournament Director** (a different person at 4 different levels): Set up brackets for teams involved, help coordinate field workers (dragging, liming, etc), get trophies/medals, attend tournament games (Saturday and Sunday), be prepared to settle rule interpretations, have tournament rules (already defined) posted at the concession stand.

**League Director** (a different person at 4 different levels): Pass on communication from the BLBA board to head coaches, be available for questions from head coaches, act as an intermediary between parents and a coach, help with the AA draft, help Tournament Coordinator with the Willie Mays Tournament

**Registration Coordinator:** compile registration packets for board approval, copy forms to have available at registration, schedule two registration days for players (and be there), schedule tryout days and locations, publicize registration dates--newspaper, flyers in the schools, etc., create list of players based on Registration.

**Field Director:** Schedule fields for practices, games, and tournaments, coordinate with Picture Coordinator to schedule pictures, remain in contact with Community Education, work directly with the umpire coordinator, coordinate field assignments with girl's softball, and other duties as specified by the BLBA.

**Umpire Director:** Assign umpires to work during the weekday games and during weekend tournaments, provide feedback and constructive criticism for each umpire, be available for questions that may arise, educate umpires on the rules, have rules posted at concession stand, work directly with the field director.

**Equipment Director:** Evaluate and inventory equipment. Sort equipment by age/team, coordinate and make recommendations on purchases, be available to check out equipment to each coach, replace equipment on an as-needed basis (as it wears out or breaks), collect equipment at season's end, purchase baseballs for games.

**Fund Raising Director:** Prepare yearly fundraiser, be at the player registrations to hand out fundraising information, help organize/coordinate yearly pancake breakfast fundraiser

**Picture Coordinator:** line up dates for pictures (coordinate with teams and with the field director).

**Uniform Coordinator:** Coordinate and order uniforms for each age group, work directly with the Evaluation and Registration Coordinators as to what sizes of uniforms are needed and their quantity, get uniforms handed out in a timely fashion to each team (or head coach)

**Evaluation Coordinator:** Organize yearly evaluation of players, secure enough people to evaluate players, review/fine tune evaluation criteria, rank each player according to the score they earned, report to the president as to eligible coaches, prepare draft sheets for the AA draft.

**Concessions Director:** Order, gather, and deliver all foods to the concession stand. Organize workers and shifts.

**Gopher State Baseball Representative:** attend Gopher State Baseball meetings and report back to the BLBA the information disseminated.

**Budget Committee:** Act as a BLBA board member, determine financial amounts for registration costs, give input/advice on monetary issues, this is a board position (voting member).