

General Notes

- Board Members will be expected to attend at least 10 of 12 monthly meetings each year.

Role	Role Description
President (B)	<ul style="list-style-type: none">• Oversees the affairs of all elements of the League.• Represents the League in the District organization. This includes attendance at all district Meetings, etc.• Presides at all League meetings, and assumes full responsibility for the operation of the League.• Receives all mail, supplies and other communications from the Little League International, and the District.• Oversee and coordinate all scheduling with other board members, including but not limited to yearly calendar, opening day, scheduling of fields for all non-Little League uses.• Oversee and coordinate with the League Information Officer all League Publicity campaigns, including but not limited to announcements, registration, clinics, seminars, articles, etc.• Oversee all long-term development and planning.
Vice President (B)	<ul style="list-style-type: none">• Presides in the absence of the President and carries out such duties and assignments as may be delegated by the President.• Oversees all Coordinator activities, including but not limited to: making sure that equipment bags and uniforms are distributed to managers in a timely manner; making all managers, coaches, and parents aware of all meetings, local rules, and conduct expected at all practices and games.• Coordinates with directors in preparing and proposing a list of all division managers for Board approval.• Coordinates with and assists the Player Agent and Coordinators in conducting all drafts and/or selection of all teams.• Assists Safety Officer, as needed in making sure that all safety issues are addressed.• Coordinates with the Safety Officer, the Player Agent, and Player Development Coordinator to insure that all managers, coaches and players at all levels are receiving proper instruction.
Secretary (B)	<ul style="list-style-type: none">• Maintains a register of members and directors.• Records the minutes of meetings, prepare in written format, and distribute via email.• Provide copies of meeting minutes for each board meeting.• Provide attendance roster for each board meeting.• Maintain files of all board minutes, attendance rosters, meeting agenda's, activities• Create bulletin board visuals for field and define content material• Prepare and maintain map of all fields• Responsible for sending out notice of meetings (coordinates with President).

Role	Role Description
Treasurer (B)	<ul style="list-style-type: none"> • Signs checks as directed by league constitution. • Dispenses League funds as approved by Board of Directors. • Reports on status of League funds. • Keeps League books and financial records. • Assumes responsibility for all League finances. • Advises on financial matters related to league expenses and capital expenditures
Player Agent (B)	<ul style="list-style-type: none"> • Conducts annual tryouts in coordination with Vice President and Development Coordinator. • Responsible for player selection. Conducts all drafts, coordinates scheduling of drafts with Vice President. • Responsible for checking birth records and eligibility of all players. • Supervises and coordinates the transfer of players between divisions, either up or down in age. • Assume responsibility as prime coordinator of all player affairs, including but not limited to: sponsorship/player issues, financial or other family issues (including all issues of a delicate nature that need not be made public), etc. • Ensures that league rosters are maintained on the Little League data center (coordinating, updating and maintaining League Rosters, submitting all League Rosters to Little League International).
Safety Officer (B)	<ul style="list-style-type: none"> • Coordinates all safety activities including supervision of ASAP (A Safety Awareness Plan). • Ensures safe playing conditions. • Coordinates reporting and prevention of injuries. • Solicits suggestions for making conditions safer. • Reports suggestions to Little League Headquarters through the ASAP program. • Inspect First Aid Kits supplied in equipment bags at start of season • Distribute League Safety Plan to teams and place updated copies each year in the Snack Shack, Equipment Shed, and on www.HarvardBaseball.org • Responsible for conducting and coordinating all background checks of all volunteers to meet Little League guidelines, and keeping a log of all volunteers approved. • Organize and conduct annual safety meeting. • Collaborate with Player and Coaching Development Coordinator on annual Coaching Fundamentals Training as required by Little League Baseball.
Information Officer (B)	<ul style="list-style-type: none"> • Manages the Leagues official home page at HarvardBaseball.org • Ensures that League news and scores are is updated on a regular basis. • Works with Player Agent to maintain an accurate online membership database. • Creates division schedules with input from Coordinators and uploads to website. • Create custom online forms for use as needed. • Collects, posts, and distributes important information on League activities to Little League Baseball, district, public, league members and media.

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Sponsorship and Fundraising Coordinator (B)	<ul style="list-style-type: none"> • Contact and maintain relationships with sponsors. • Coordinates with the Treasurer to make sure that all sponsorships are paid. • Coordinates with the Uniform Coordinator to ensure correct team colors and sponsorship logos are used. You need to get list of sponsors, colors, logos, and team sponsoring to Uniform Coordinator 1 week before shirts are ordered. • Coordinate annual fundraising efforts to raise money for league general fund
Development Coordinator (B)	<ul style="list-style-type: none"> • Responsible for overseeing all programs and development opportunities relating to managers, coaches and players. • Presents coach/manager training budget to the board. • Coordinates with the Vice President and the Player Agent to schedule, conduct and monitor all clinics and development sessions. • Primary contact with High School Varsity/Junior Varsity and Middle School coaches. Works with school coaches to tailor all development programs to act as a feeder programs to the schools. • Responsible for monitoring and evaluating the development and progress of all managers and coaches in the League. • Responsible for making information available to all managers, coaches and players as appropriate.
Equipment Coordinator	<ul style="list-style-type: none"> • Responsible for the upkeep and maintenance of all player equipment. • Coordinates with the Division Coordinators to receive all equipment bags back from the managers at the end of the season (or the end of all-star season). • Inspects all equipment, removing damaged, worn, or unsafe equipment, and replaces with new equipment. • Orders all new equipment. • Maintains inventory of reserve equipment. • Prepares all equipment bags for distribution each new season with size appropriate equipment for each division. • Provides scorebooks and pitch-count books to appropriate teams. • Obtain, update and maintain First Aid Kits • Collaborates with the Coordinators to make sure that all equipment bags are distributed to managers by 1st practice for each league.
Field Coordinator	<ul style="list-style-type: none"> • Responsible for the upkeep and maintenance of all player equipment • Solicits bids for annual maintenance work to Ryan Land and HES Fields and makes recommendation to board for approval of work • Acts as proxy to Park and Recreation Department, Department of Public Works and other town entities related to field upkeep and maintenance • Coordinates lining of fields prior to games • Coordinates spring set-up of batting cages and overall readiness of fields • Coordinates fall closedown of Ryan Land Fields including bases, tarps and batting cages • Responsible for managing field availability and scheduling for practices, games, and events

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Uniform Coordinator	<ul style="list-style-type: none"> • Collaborate with Coordinators and Sponsorship Manager on team and color selection for current season as well as quantity of uniforms needed. • Coordinates with the Sponsorship Officer to ensure correct sponsorship logos are used. • Work directly with uniform provider on fulfilling team orders • Responsible for ordering and distributing all uniforms for players and managers, including the regular season, all-stars and other post-season teams to Coordinators. • Once shirts are in, contact each coordinator to set up a date and time to pick up uniforms. • Responsible for ordering and distributing all trophies and medals for players to directors.
Umpire Coordinator	<ul style="list-style-type: none"> • Responsible for the hiring, training, and scheduling of all umpires for baseball and softball. • Coordinates with the Vice President and Field Scheduling Coordinator to prepare all umpire work schedules. • Work with website to update all work schedules online.
Concession Manager	<ul style="list-style-type: none"> • Responsible for staffing the concession stand, including training the volunteers who can manage the stand. • Make sure the stand is clean and money put away at the end of the night. • Responsible for setting the work schedule each week for volunteers. • Responsible for ordering/purchasing what is needed to keep the shelves stocked. • Coordinates seasonal open and closing of Snack Shack
Coordinators (B) <ul style="list-style-type: none"> • Softball • T-Ball • Coach-Pitch • Minors • Majors 	<ul style="list-style-type: none"> • The Coordinators are responsible to run and organize their individual divisions (i.e. T-Ball, Rookies, Minors, Major, etc.) within Harvard Youth Baseball and Softball Association. • Responsible for creating team rosters (coordinate with Player Agent, VP, and Coordinator) after drafts and submitting to directors. • Responsible for providing Uniform Manager with uniform report listing for each team. • Collaborate with information officers on communications within their division including season start and end • Oversee coach communications with each team to provide consistent, effective information across league • Responsible for creating Emergency Contact lists upon completion of Team rosters and distributing to coaches while ensuring confidentiality of sensitive information.