

**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 are 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.

Vice President:

Presides in the absence of the president; works with other officers and committee members; is an ex-official member of all committees and carries out such duties and assignments as may be delegated by the President.

Secretary/Information Officer:

Maintains a register of members and directors; records the minutes of meetings; is responsible for sending out notice of meetings, answers league emails, updates websites, and sends newsletters.

Treasurer:

Signs checks co-signed by another officer or director; 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.

Player Agent:

Conducts annual tryouts, and oversees player selection, assists president in checking birth records and eligibility of players; serves as a member of the Board of Directors of the local league and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League.

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 distributes 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. Receives and distributes coaching information from Little League International and distributes it to all coaches and managers.

**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; reports suggestions to Little League International through the league president and prepares the ASAP plan for submission to Little League International.

Equipment Manager:

Distributes all coach equipment needed to run a successful practice and game. Makes sure all equipment is in working order, safe and meets the standards of LLI. Provides balls as needed through the season as well as any other items that come up.

Sponsor/Fundraising Committee:

Solicits and secures local sponsorships to support league operations; collects and reviews sponsorship and fundraising opportunities; organizes and implements approved league fundraising activities; coordinates participation in fundraising activities; and maintains records of monies secured through sponsorship and fundraising initiatives.

UIC – Umpire in Charge:

Serves as coordinator of and advises the league President on the league umpire program; responsible for recommending umpires to the league President for appointment to the league umpire roster; recruiting and retaining volunteer umpires; establishing a league umpire training program consistent with Little League® guidelines; coordinating and assisting with conducting umpire clinics at league and district level; communicating rule changes to league umpires; scheduling league umpires for regular season games; evaluating league umpires using established guidelines to maintain program integrity; further continual improvement, and prepare league umpires for advancement to tournament levels; communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Region, and/or Headquarters level.

Uniform Committee:

Orders all regular season uniforms, league swag gear, all-star uniforms and any other merchandise sold via the League.



Events Committee:

Is responsible for organizing and carrying out each event that the Board approves of. Lays out a budget, gathers supplies, helps promote with the Secretary to ensure a successful event with the main goal to raise money for the League.

Snack Shack Committee:

Maintains the operation of concession facilities; organizes the purchase of concession products; responsible for the management of the concession sales at league events; schedules volunteers to work the concession booth during league events; collects and reviews concession related offers including coupons, discounts, and bulk-purchasing opportunities; and organizes, tallies and keeps records of concession sales and purchases.

League Parent Committee:

Is the direct link between the league and the team moms of each team. Passing on league news, dates, information, deadlines. Hands out uniforms and swag.

Volunteer Committee:

Will make sure the League has all volunteer information available. Oversees sign ups and schedules of events that need volunteers. Seeks new volunteers and opportunities to help ease the workload of the Board.

Field Maintenance:

Maintains the playing fields to a standard of safety play ready, playable conditions for all ages. Works on fixing broken items and maintaining the area of play.