

*This document is intended to give an overview of the duties of BHGS board positions for prospective board members. This document and the information herein is subject to change without notice. The BHGS Secretary maintains the official copy of the duties of board members.*

**SECTION 1 DUTIES OF BOARD MEMBERS CONSTITUTIONALLY ELECTED BY THE GENERAL MEMBERSHIP “aka The League Board or Admin Board” (partial subset/description of duties)**

**THE PRESIDENT**

The Office of the President is obligated to follow and uphold the Branham Hills Girls Softball Constitution, the Branham Hills Girls Softball League Rules and Playing Rules, and all written directives from Branham Hills Girls Softball. The President in cooperation with the Secretary shall establish the agenda for all duly noticed Branham Hills Girls Softball Board Meetings.

When present, shall preside over all League Board meetings. On League business that requires a League Board vote, after calling for a second vote, the President will only vote when a tie still exists in the voting. Together with the other board members will help organize and direct all Branham Hills Girls Softball League activities.

**THE VICE PRESIDENT**

The Office of the Vice President is obligated to follow and uphold the Branham Hills Girls Softball Constitution, the Branham Hills Girls Softball League Rules, the Branham Hills Girls Softball Playing Rules, and all written directives from the Branham Hills Girls Softball. The Vice President shall immediately suspend any individual(s) from further League participation for inappropriate adult behavior pending the outcome of the Board’s action concerning this League matter. The Vice President with the other board members will help organize and direct all Branham Hills Girls Softball League activities. The Vice President is the liaison with the Union School district and will oversee league marketing and will be the travel ball director. In the absence of the President will preside over all Branham Hills Girls Softball Board meetings.

**THE SECRETARY**

The keeper of all official records of the Branham Hills Girls Softball League. The Secretary shall take all Board Meeting minutes, and the minutes of all general and special meeting of the Branham Hills Girls Softball Board of Trustees. The Secretary will provide a copy of the written meeting agenda as established by the President to every board member at each Branham Hills Girls Softball Board Meeting. The Secretary will notice the attending Board Members, all Board motions and outcome of all Board votes or Board motions, yea or nay. At the start of each Board Meeting will present the Board minutes from the previous meeting to League Board for Board corrections, Board additions and then Board approval. Will see that the all Board members receive a written copy of the Board meeting minutes immediately after the Board has approved the minutes and will post the minutes on the BHGS website.

**THE TREASURER**

The Treasurer shall not be elected to more than three consecutive terms of office. The Treasurer is the League’s Chief Financial Officer. The first duty of the Treasurer is to make certain the League has a federal tax identification number on file with the Internal Revenue Service as required by federal law. The Treasurer has the ultimate

responsibility for the finances of the Branham Hills Girls Softball League including the timely preparation and submittal of all local, state and federal tax forms. No one in the League supersedes the financial authority of the Treasurer when it comes to the money matters of the League.

The Treasurer will establish methods by which standard accounting principles will be used by all League Members regarding any financial transaction. The Treasurer with Board approval will establish the League Budget that will be followed during the League Board's term of office.

### **THE PLAYER AGENT**

The Player Agent is the representative of all girls in the League and as such, will be responsible to see that all girls are treated in a respectful and just manner and for this reason should not manage, or coach any regular season League team. Any charges of possible mistreatment are thoroughly investigated by the Player Agent and brought to the attention of the Branham Hills Girls Softball League's Board in writing. The Player Agent shall immediately relieve any individual(s) from further League participation for any inappropriate adult behavior pending the outcome of the Board's action concerning this League situation. The Player Agent will supervise all player/adult registrations; keep possession of all confidential registration forms, and immediately tender all registration monies to Branham Hills Girls Softball. The Player Agent will verify each girl's League eligibility through current documentation of residency; electric, water, gas, or other utility bills, voter's registration, driver's license, homeowner or tenant property insurance records, or federal, state, or local records which can be used for proof of League eligibility residency. The Player Agent will guarantee that all information about girls and their parents is kept strictly confidential. The player agent is responsible to the team formations and rosters.

### **SECTION 2 SEASONAL BOARD MEMBERS**

- a). The authorized number of seasonal board members shall be no less than three nor more than nine and may be changed by majority vote of the league board.
- b). The Seasonal Board shall consist of a minimum of a League/Safety Director, Umpire in Chief and two Division Representatives. If a Division representative is not available for each individual division, then an elected division representative must be responsible for all divisions with participants ages 10 years old and under and one representatives for all participants 11 years old and over.
- c) The Seasonal Board will be elected by a simple majority of the League Board of Trustees.
- d). The term of office for the League board shall be October 1st to June 15 of the current season unless otherwise stated.
- e) The responsibility of the seasonal board shall exclusively pertain to softball operations and not to any corporate matters.
- f) The season board may only vote on issues pertaining to the seasonal softball operations. The League Board by a simple majority may change or override any decision made by the seasonal board.

### **THE UMPIRE IN CHIEF**

A Voting Member with or without a daughter/granddaughter registered in the League for the current spring season, appointed by the League Board prior to the start of the spring. The only Official Interpreter of the Branham Hills Girls Softball Playing Rules in the Branham Hills Girls Softball League. When necessary, the Umpire in Chief will provide a

written Protest interpretation as taken from the current Official Branham Hills Girls Softball Rulebook (ASA) or a written rule clarification secured from Branham Hills Girls Softball to the League Board of Trustees. The Umpire in Chief will direct the Branham Hills Girls Softball League's Umpiring Program including the ongoing training of all Branham Hills Girls Softball League umpires. The Umpire and Chief will be the liaison with the interleague program.

#### **DIVISION REPS (one in each age division; 6U, 8U, 10U, 12U, 14U)**

- a). Division representatives shall be responsible for coordination all activities relating to their division.
- b). Each Divisional Representative shall provide information to the League Board and Player Agents in determining teams, coaches and managers for their division.
- c). Will make sure each team has a female team manager and that a registered adult female is present at all team activities.
- d) The elected Divisional Manager Representative will not be required to have a daughter/granddaughter who is actively participating in the Branham Hills Girls Softball.
- e). As an elected seasonal Board Member, should hold a meeting of the division team managers prior to the regular meeting of the League Board of Trustees to discuss information from the managers that might possibly need League Board's attention.
- f). When necessary will hold a division managers meeting after the Board meeting to relate any action, solutions, or directions given by the Board of Trustees.
- g). Prior to April 15th, the Division Rep will meet will all the team managers in her division to outline the Thunder team selection process that will be utilized.
- h) The Division Rep for the travel program will be the travel director.

#### **FUNDRAISING DIRECTOR**

A Voting Member with or without a daughter/granddaughter registered in the League for the current season. The Fundraising Director is responsible for organizing and managing all of the fundraising activities of the league. This includes the Hit-A-Thon, raffles, and any other fundraising activities that are approved by the board.

#### **SPONSORSHIP DIRECTOR**

A Voting Member with or without a daughter/granddaughter registered in the League for the current season. The Sponsorship Director is responsible for coordinating the activities of getting monetary or in-kind sponsors for the league. Duties include supervising the teams to ensure that they are securing the minimum amount of sponsorship per team as outlined by the board each year.

#### **THE SAFETY DIRECTOR**

A Voting Member with or without a daughter/granddaughter registered in the League for the current season.

The Safety Director is in charge of the safety program for the Branham Hills Girls Softball League. The Safety Director will advise each and every manager to complete an Incident Report of any and all accidents or injuries. A copy of this Incident Report must be given to Safety Director within 24 hours of the accident or injury. The Safety Director will advise any injured adult and/or the parents of a player to immediately contact Branham Hills Girls Softball to begin the insurance claims process. The safety director will maintain and stock safety/first-aid supplies for the league's use. This position includes preparing the safety/first-aid bags for all of the teams prior to the beginning of the season.

### **UNIFORM COORDINATOR**

A Voting Member with or without a daughter/granddaughter registered in the League for the current season.

The Uniform Director will prepare lists, obtain quotations and coordinate the ordering of all uniforms and/or clothing items for the league. This director will also supervise the distribution of uniforms to all of the teams.

### **EQUIPMENT DIRECTOR**

A Voting Member with or without a daughter/granddaughter registered in the League for the current season.

The Equipment Director will check inventory for quantity and usability of all equipment required for the operation of the league's activities. This includes preparing the equipment bags prior to the start of the season as well as maintaining the general use equipment such as pitching machines, golf carts, tees, nets, etc.

### **CLINIC DIRECTOR**

A Voting Member with or without a daughter/granddaughter registered in the League for the current season.

The Clinic Director is responsible for scheduling all softball clinics approved by the league. This includes coordinating with outside coaching companies as well as internal league staff. Duties include registration for the clinics, scheduling session times, communicating with the players/parents and supervising the clinic.

### **SNACKSHACK COORDINATOR**

The Snackshack coordinator is responsible for the overall operation of the snackshack. This includes training, stocking and staffing of "buy-out" personnel. The Snackshack coordinator will notify the board as supplies run down in order to restock the shack. (Note: The Division Reps will assist the snackshack coordinator to make sure that each home team supplies the required staff during the games.)

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