



FLBA

BOARD DUTIES

DEFINED

Board Chair Duties Defined

Duties of the Board Chair are defined as:

- ① To preside over all meetings.
- ① To appoint such Committees as he or she or the Board of Directors consider expedient of necessity.
- ① To put together the agenda for monthly meetings.
- ① To work with the Treasurer to present a yearly budget to the Board of Directors for approval.
- ① To coordinate pre-season mandatory Parent meeting.
- ① To coordinate "Fall Retreat" meeting.
- ① To be the FLAAA Representative alternate in the FLAAA Representatives absence.
- ① To be the Town Baseball Team Liaison
- ① To be the High School Baseball Liaison.
- ① To be involved directly with how the VFW and Legion teams are set up and run.
- ① To coordinate Coach selection of FLBA teams.
- ① To create an annual calendar of events/tasks that FLBA must accomplish.

Board Vice Chair Duties Defined

Duties of the Board Vice Chair are defined as:

- ① To preside over all meetings in the absence of the Chair.
- ① To maintain detailed position descriptions and assist new Board members into the transition of their new duties.
- ① To conduct Team Managers meeting and maintain open communication with the Managers.
- ① To conduct the pre-season mandatory Parent meeting.
- ① To help coordinate " Fall Retreat" meeting.
- ① To perform duties as assigned by the Chair.

Board Treasurer Duties Defined

Duties of the Board Treasurer are defined as:

- ① To receive and collect all funds.
- ① To dispense all bills and charges under the direction of the Board.
- ① To maintain the financial status of the association using QuickBooks online.
- ① To provide a full report of receipts and expenditures, deposit balances, and financial condition at the monthly Board of Directors meeting.
- ① To send reports and budgets to FLAAA as requested.
- ① To work with the Chair and Vice Chair to present a yearly budget to the Board of Directors for approval.
- ① To prepare financial statement for FLAAA for the yearly audit.
- ① To perform the duties as assigned by the Chair.

Board Secretary Duties Defined

Duties of the Board Secretary are defined as:

- ① To take and preserve the minutes of all meetings.
- ① To send minutes to FLAAA and Webmaster for posting on the website.
- ① To prepare an agenda for each meeting with the coordination of the Chair.
- ① To notify all Directors of the association Board meeting times and dates.
- ① To create contact lists of Board Members/Advisors, Coaches, and Players/Parents.
- ① To send out communications to all Parents, Coaches, Players, and Board Members.
- ① To make and distribute copies of the Bylaws to new Directors of the association.
- ① To perform duties as assigned by the Chair.

Board Travel Director Duties Defined

Duties of the Board Travel Director are defined as:

- ① To serve as the primary contact person for questions, concerns, and grievances regarding Coaches, tryouts, team selection, and eligibility.
- ① To assure Coach selection, tryouts, and team selections are completed fairly and on time.
- ① To be the Liaison with MYAS-Gopher State.
- ① To register all teams with MYAS and assure League fees are paid.
- ① To hold a pre-season mandatory Coach meeting and a year-end Coach meeting.
- ① To coordinate and observe the 15-19 workout days and team selection.
- ① To perform duties as assigned by the Chair.

Board Public Relations Director Duties Defined

Duties of the Board Public Relations Director are defined as:

- ① To place advertisements in the local newspaper regarding registration, tryouts, Coach applications, Board Member applications, Parent meeting, clinics, monthly Board meetings, and other FLBA events.
- ① To produce registration information forms and distribute them to all local schools and public bulletin boards.
- ① To write and submit articles to the local newspaper for the association.
- ① To send all tournament pictures to Webmaster for posting on the website.
- ① To assist with the organization of the Parent meeting.
- ① To produce a Sponsorship board to be present at all FLBA events.
- ① To assist Coaches in ensuring that each team in the association has a Team Manager.
- ① To conduct, along with the Vice Chair, a Team Managers meeting at the beginning of the season.
- ① To perform duties as assigned by the Chair.

Board Equipment Director Duties Defined

Duties of the Board Equipment Director are defined as:

- 🕒 To make an annual inventory report.
- 🕒 To select and purchase all required equipment with Board approval.
- 🕒 To organize and supervise the distribution and collection of all equipment.
- 🕒 To supervise the storage and security of all equipment at FLBA facility.
- 🕒 To submit for Board approval, a budget for equipment at November Board meeting.
- 🕒 To perform duties as assigned by the Chair.

Board Umpire Director Duties Defined

Duties of the Board Umpire Director are defined as:

- 🕒 To recruit and hire Umpire Coordinator with approval from the Board.
- 🕒 To provide a contact list with previous years umpire information.
- 🕒 To speak at the Umpires meeting and explain all expectations of all those involved.
- 🕒 To provide regular season and playoff game schedules to Umpire Coordinator promptly after they are made available by the league.
- 🕒 To provide notice of schedule changes as reasonably soon as possible.
- 🕒 To maintain and update information on all Umpires.
- 🕒 To communicate with FLBA Board, Umpire Coordinator, and Coaches about any changes.
- 🕒 To coordinate Umpire payments as needed with the FLBA Board.
- 🕒 To serve as the primary contact for complaints from Coaches or Parents regarding Umpires and work with the Umpire Coordinator to resolve complaints.
- 🕒 To perform duties as assigned by the Chair.

Board Try-Out Director Duties Defined

Duties of the Board Tryout Director are defined as:

- 🕒 Direct the assembly of the Tryout Committee.
- 🕒 Create a tryout format to present to the Board of Directors for discussion and approval.
- 🕒 To maintain confidentiality of all scores from Tryouts.

- 🍌 Responsible for assembling player point scores for use at team selection meetings.
- 🍌 To select tryout dates, times and location.
- 🍌 To secure gyms/fields for tryouts.
- 🍌 To secure tryout Evaluators.
- 🍌 Facilitate and oversee team selections.
- 🍌 To perform duties as assigned by the Chair.

Board Field Director Duties Defined

Duties of the Board Field Director are defined as:

- 🍌 To secure use of Kulenkamp fields with the City, and Century Junior High, Forest Lake High School and Schumacher fields with Community Services and the fields at Fenway with FLAAA.
- 🍌 To secure people for dragging and field set up for all fields.
- 🍌 Responsible for locks and keys on the field boxes and maintain materials and equipment in those boxes. (bases, chalk, drag, line machine, box, and umpire equipment.) Return equipment to storage locker after Fall Ball has ended.
- 🍌 To contact Coaches and assign fields prior to Coaches meeting.
- 🍌 To contact MYAS with field assignments.
- 🍌 To contact maintenance people with organized schedules that you receive from the Coaches prior to league start.
- 🍌 To secure portable toilets for Century Junior High and Forest Lake High School.
- 🍌 To perform duties as assigned by the Chair.

Board Registrar Duties Defined

Duties of the Registrar are defined as:

- 🍌 To collect registration forms and payments from the Sports Center prior to tryouts.
- 🍌 To verify grade, age, and eligibility according to MYAS and FLBA guidelines.
- 🍌 To enter player information into age eligible spreadsheets to have ready for Tryout Director.

- 🕒 Prior to tryouts all player information needs to be organized and printed so that at tryouts, the players can be checked in quickly and given a number for their evaluations.
- 🕒 To turn in all funds collected to the Treasurer/Bookkeeper.
- 🕒 Responsible to update and maintain all original registration records and documents.
- 🕒 To perform duties as assigned by the Chair.

Board Fall Ball Director Duties Defined

Duties of the Fall Ball Director are defined as:

- 🕒 To serve as the primary contact person for all Fall Ball questions.
- 🕒 To be MYAS Liaison
- 🕒 To supply equipment and arrange fields for our teams.
- 🕒 To coordinate use of our line chalker and supply chalk.
- 🕒 To perform duties as assigned by the Chair.

Board Website Director Duties Defined

Duties of the Website Director are defined as:

- 🕒 To update and maintain website.
- 🕒 To perform duties as assigned by the Chair.

FLBA VFW/Legion Liaison Duties Defined

Duties of the FLBA VFW/Legion Liaison are as defined:

- 🕒 To be the primary contact person with the VFW and Legion Posts.
- 🕒 To promote and maintain a quality baseball relationship with both Posts.
- 🕒 To attend all meetings with the VFW/Legion Posts as needed or requested.
- 🕒 To update the FLBA Board on a regular basis regarding the running of both Posts teams.

FLBA Tournament Director Duties Defined

Duties of the FLBA Tournament Director are as defined:

- 🏆 To direct and oversee any FLBA team that request to host a tournament.
- 🏆 To update the FLBA Board regularly on all teams participating in tournaments.
- 🏆 To put in place a plan for all FLBA teams to host tournaments on a regular basis.

FLBA Pancake Breakfast Fundraising Director Duties Defined

Duties of the FLBA Pancake Breakfast Director are as defined:




- 🏆 To set dates and times for the pancake breakfasts.
- 🏆 To determine number of tickets needed and then place order.
- 🏆 To hand out tickets to players on our 15-19 year old teams to sell for pancake breakfast.
- 🏆 To organize the pancake breakfast "work crews".
- 🏆 To perform duties as assigned by the Chair.



FLBA Board Committee's






Coach Selection Committee Duties Defined

Duties of the Coach Selection Committee are defined as:

-  To set criteria for Coach interviews and Coach selection.
-  To set interview times and location and notify applicants.
-  To finalize Coach selection in a fair and timely manner.


Uniform & Apparel Committee Duties Defined

Duties of the Uniform and Apparel Committee are defined as:

-  The Committee is responsible for ordering uniforms and apparel that have been approved by the Board.
-  Responsible for selling and taking orders for new apparel along with selling any old or used merchandise at tryouts and Parent meeting.
-  Responsible for setting up times and collecting funds for teams to come in and try on and order their uniforms.
-  To maintain inventory and organization of the Uniform/Apparel storage locker.
-  To be main contacts for all uniform exchanges or returns.

Fundraising/Sponsorship Committee Duties Defined

Duties of the Fundraising/Sponsorship are defined as:

-  Responsible for bringing a yearly plan/ideas to the Board of Directors for discussion and approval, then implement those plans.

Grievance/Ethics Committee Duties Defined

Duties of the Grievance/Ethics Committee are defined as:

- Responsible for resolving Parent, Player, Umpire, or Coach grievances by following the grievance petition guidelines in our manual.
- To take any action as needed and report such actions to the Board of Directors at the following months Board meeting.

Coach Development Committee Duties Defined

Duties of the Coach Development Committee are defined as:

- Responsible for finding opportunities that will help our Coaches improve their coaching skills and knowledge by attending clinics and training camps.
- To hold an annual Coach clinic in cooperation with the High School Coaching Staff.

Eligibility Committee Duties Defined

Duties of the Eligibility Committee are defined as:

- To evaluate petitions of players who request to play with a different age group other than their actual age or a player requesting to play for FLBA from outside our District or with special circumstances.
- To make a final decision on all petitions and report to the Board of Directors at the following months Board meeting of their decisions.

(These job descriptions are a guideline and may be altered by the Chair at any time.)



FLBA Non-Board Member Positions

FLBA Raffle Director Duties Defined

Duties of the FLBA Raffle Director are defined as:

- 🕒 To secure permission from FLAAA to run a raffle for our 10-14 year old teams.
- 🕒 To decide on number of tickets needed and then place order.
- 🕒 To handout tickets at Parent meeting to individual teams with specific instructions.
- 🕒 To collect ticket money and turn over to FLAAA.
- 🕒 To arrange a raffle drawing night to pick winners.
- 🕒 To deliver prizes to winners.
- 🕒 To perform duties as assigned by the Chair.

District Office Liaison- Gym Booking Duties Defined

Duties of the Gym Booking Liaison are defined as:

- 🕒 To be the only person responsible for booking of all gym time for FLBA use.
- 🕒 To guarantee gym time is shared equally among all ages and teams.
- 🕒 To guarantee pre-season gym time is for all players in each age group, not individual teams.
- 🕒 To perform duties as assigned by Chair.

FLAAA Baseball Representative Duties Defined

Duties of the FLAAA Representative are defined as:

- 🕒 To assure that monthly financial reports are turned in as directed by the FLAAA Finance Committee using Quickbooks online.
- 🕒 To assure that all of the FLBA Board meeting minutes are turned into the FLAAA Secretary.
- 🕒 To annually or when changed, turn in a list of Board member names, addresses, phone numbers and e-mail address to the FLAAA Secretary.
- 🕒 To annually turn in organization By-laws, only if changes are made.

- ① To bring information to FLAAA on current organizational issues and concerns, such as problems with Coaches, Parents, Players, policy decisions, etc.
- ① To take information to the FLBA Board from FLAAA regarding current issues and concerns.
- ① To assure that information is turned in to the Publicity/Website Chairs by the stated deadlines.
- ① To assure that an annual budget is turned in to the designated FLAAA Board member.
- ① To regularly attend FLAAA monthly meetings and arrange for the alternate to attend if you cannot.
- ① To make yourself available to participate when needed for any other FLAAA Committees and/or events.
- ① To perform duties as assigned by the Chair.