

FOUNTAIN VALLEY PONY BASEBALL

Board of Directors – Position Duty Description

This list contains a summary of the duties and responsibilities of each member of the Fountain Valley PONY Baseball Board of Directors. It is neither an exhaustive nor exclusive list. It is intended solely to provide league members with a general description of each position.

PRESIDENT

- Ensure fairness and integrity of league
- Ensure strategic plan is in place
- Measure: performance against strategic plan
- Set directions and goals for the league
- Support league activities and ensure resources are available
- Ensure league is fiscally sound
- Set and move toward long-term goals to ensure: strength of league
- Full working knowledge of Admin Plan
- Participate in all league functions

EXECUTIVE VP

- Secure playing fields (attend field allocation meetings)
- Field Usage allocation
- Oversee web-enabled signups
- Coordinates Draft forms
- Fees to be paid to Pony Baseball
- Maintain key inventory control (snack bar, storage facility) and lock combinations
- Full working knowledge of Admin Plan
- Participate in all league functions

SECRETARY

- Schedule facilities for meetings (Beachpoint, Rec. Center)
- Meeting Minutes
- Knowledge of Corporate By-laws
- Efficiency of meetings
- Detailed note keeping
- Schedule room for Board Meetings
- Maintain and Post Board Contact List
- Full working knowledge of Admin Plan
- Participate in all league functions

TREASURER

- Process disbursements and receipts
- Ensures compliance with approval and backup for expenditures
- Ensures regulatory compliance
- Drives annual Budget process
- Prepares reports on activity-based Profit and loss
- Collect team and corporate sponsor payments
- Bank account signature cards
- Full working knowledge of Admin Plan
- Participate in all league functions

PLAYER AGENT

Ensures legitimate player birth dates and residence within league boundaries
Coordinate spring and summer registrations
Maintains league database and shares with division VP's
Cleans database for use in mail campaigns
Prepare annual board election ballots
Full working knowledge of Admin Plan
Participate in all league functions

DIVISION VP's – Pony, Bronco, Mustang, Pinto, Shetland/TBall

Handle all division issues
Coordinate try-outs
Play up/down requests
Manager Selection organization and input
Ensure managers adhere to Code of Conduct
End of year write up on managers for future decisions
Full working knowledge of Admin Plan
Participate in all league functions

CHIEF UMPIRE

Contract with umpiring body
Provide training to youth umpires
Review invoices from umpiring body
Pay youth umpires
Handle on-field disputes including protest reviews
Handle umpire equipment and preparation for season (scheduling, training, etc.).
Full working knowledge of Admin Plan
Participate in all league functions

SCHEDULER

Prepare and maintain spring and summer schedules
Prepare and maintain field lighting schedule
Coordinate schedules/updates with Chief Umpire and Division VPs
Maintain online score/standings reports
Full working knowledge of Admin Plan
Participate in all league functions

EQUIPMENT

Storing equipment
Check out and check in of equipment bags
Store, maintain. Inventory, and reorder baseballs
Determine new equipment needs (order new equipment in December)
Store and inventory league shirts ("spirit wear") for sale
Full working knowledge of Admin Plan
Participate in all league functions

UNIFORMS/MERCHANDISE

Order and distribute Spring, Summer and All-Star Uniforms
Store and inventory uniforms
Jackets/Shirts for Board
T-shirts for Memorial Day
Apparel for league for sale at fields
Coordinate with Web to get merchandise for sale on our website
Coordinate with vendors
Full working knowledge of Admin Plan
Communicate to board surpluses and reorder needs

PROMOTION/PUBLICITY

Ensure league is properly promoting events
Ensure marketing materials are prepared and presents
Ensure community involvement
Coordinate With Fundraising activities
Post scores/stories in local newspapers
Submit pictures to newspapers
Pass out flyers to schools (public and private) for spring and summer
Handle Form ordering: Sponsor Forms, Registration Forms, and Manager Form
Produce minimum two newsletters per season
Coordinate mailers to league families
Promote all league activities in advance on the web
Full working knowledge of Admin Plan
Participate in all league functions

FUNDRAISING

Establish Corporate Sponsorship Programs
Establish Team Sponsorship Programs
Plaques, Medals, Trophies, Memorial Day Tournament Trophies
Fundraising Mailers
Solicit Donations for events
Full working knowledge of Admin Plan
Participate in all league functions

CONCESSIONS (2 Positions)

Maintain appearance of Snack Bar
Ensure appropriately stocked; maintain efficient inventory levels
Keeps accurate records of receipts (money in and money out)
Heavy lifting involved
Coordinate Schedules of workers
Opens and closes snack bar daily during Summer & Spring (M-Sat)
Coordinate snack bar with complementary events (such as Try-Outs, Opening Day, Memorial Day Tournament, Family Fun Night, All-Star BBQ, etc.)
Full working knowledge of Admin Plan
Participate in all league functions

PARENT AUXILIARY (2 Positions)

Liaison between Team Parents and FVPB

Runs Team Parent Meeting

Coordinates Flyers for Team Parent Meeting

Chair/Coordinates Opening Day Activities (Opening Ceremony, pictures, pancake breakfast, etc.)

Chair/Coordinates Angel Night Activities (money collection, ticket distribution, raffles, etc.)

Drives/promotes fundraising efforts through Team Parents

Chair/Coordinates Family Fun Night/Silent Auction/Concert in the Park activities

Full working knowledge of Admin Plan

Participate in all league functions

WEBMASTER

Maintain and update league web site

Coordinate with Player Agent regarding online registration

Coordinate with Publicity/Promotions regarding promoting league events

Coordinate with Fundraising regarding sponsor recognition and fundraising events

Coordinate with Scheduler regarding scoring and schedule updates

Full working knowledge of Admin Plan

Participate in all league functions