

A. EXECUTIVE BOARD

1. PRESIDENT

- a. Conduct League affairs and execute the policies established by the Directors, including the power to make and execute contracts and leases to promote the orderly operations of GYB and the best interests and welfare of participants in the program.
- b. Present a report of the condition of the league in an annual newsletter.
- c. Communicate to the Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of GYB.
- d. Be responsible for ensuring that GYB acts in substantial conformity with its own policies, principles, rules and regulations, as well as any applicable rules and regulations of Pony USA Baseball or any other youth baseball governing body whose rules and regulations have been adopted by GYB. Moreover, to the extent that GYB has affiliated with a youth baseball governing body, ensure that GYB acts in accordance with any conditions of any charter issued to GYB by that organization.
- e. Be responsible for appointing standing committees to act in accordance with their defined responsibilities.
- f. Be responsible for determining the need for and delegating powers for such *ad hoc* committees that may be required.
- g. Designate in writing other officers, if necessary, to have power to make and execute contracts and leases.
- h. Investigate complaints, grievances, criticisms, irregularities and conditions detrimental to the League and report to the Directors.
- i. Assist the Vice President of Finance in preparing and submitting the annual budget to the Directors and be responsible for the proper execution of the budget.
- j. Oversee the Baseball Operations branch of GYB
- k. In concert with the Director of Tournament Teams, act as liaison with other associations and programs.

2. EXECUTIVE VICE-PRESIDENT

- a. Preside in the absence of the President. Work with other officers and committee members. Act as ex-officio member of all committees and carry out such duties delegated by the President.
- b. Oversee the General Operations branch of GYB.
- c. Establish and implement conduct review and disciplinary procedures for coaches, players and other league members.

3. VICE PRESIDENT OF FINANCE (TREASURER)

- a. Receive all GYB funds and securities, and deposit them in a financial institution approved by the Board of Directors.
- b. Keep records for the receipt and disbursement of all funds and securities of GYB, approve all payments from allotted funds and draw checks against said funds.
- c. Update Directors monthly on state of finances for GYB.
- d. Prepare an annual budget for submission to the Directors no later than the October meeting.
- e. Prepare books and financial records for tax filing at the end of the fiscal year and submit copies to the Board of Directors.
- f. Prepare books for audit from outside source when requested by the Board of Directors or as otherwise required by law.
- g. Assist and report back with any findings from the audit to the Directors.
- h. Oversee the Fiscal Operations branch of GYB.

4. VICE PRESIDENT OF RECORDS (REGISTRAR)

- a. Prepare and maintain all records players and their eligibility.
- b. Receive, review and examine the applications and support proof-of-age documents of every player candidate and certify to the residence and age eligibility of all players.
- c. Conduct the player registration and sign-up process.

- d. Prepare documentation necessary to conduct player evaluations and player dispersal drafts in conjunction with the directives of the Executive Board.

5. VICE PRESIDENT OF COMMUNICATIONS (SECRETARY)

- a. Be responsible for recording maintaining appropriate files and necessary records of the activities of GYB.
- b. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Communications or as may be assigned by the Directors.
- c. Maintain a list of all Members, Officers and committee members and give notice of all meetings of GYB, the Board of Directors and Committees.
- d. Keep the minutes of the meetings of the Members, Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- e. Prepare press releases and otherwise ensure that key GYB dates and events are communicated for publication.
- f. Review all press releases that may be prepared and issued by individual teams for the purpose of ensuring that they are in sync with the mission of GYB.
- g. Record and maintain accurate records of all injuries and any insurance claims filed.
- h. Provide the Board of Directors with information relating to unsafe conditions throughout GYB, including the following areas: Field Conditions, Equipment, or any other area required by GYB.
 - i. Implement, review and revise GYB's safety program.
 - j. Prepare all correspondence not covered by other Directors.
- k. Notify members, Directors, Officers, and committee members of their election or appointment.

B. NON-EXECUTIVE MEMBERS AT LARGE

1. LEAGUE COMMISSIONERS – PALOMINO/COLT/PONY, BRONCO/MUSTANG, PINTO/SHETLAND
 - a. Serve as a liaison between Team Managers and Coaches and the Board of Directors.
 - b. Sit on the Manager/Coach selection committee.
 - c. Establish training criteria for managers/coaches.
 - d. Assist with development of league training programs and clinics for managers, coaches, and players.
 - e. Oversee and run clinics for managers, coaches, and players.
 - f. Assist in the development and monitoring of game schedules.
 - g. Conduct player evaluations and player dispersal drafts in conjunction with the directives of the Executive Board.
 - h. Re-schedule any rainouts with scheduling coordinator.
 - i. Monitor and report rules & regulation infractions for investigation by the Rules and Ethics/Discipline Committees.
 - j. Submit to the Board of Directors recommendations for improvements (i.e., equipment, fields, rules etc.).
 - k. The Senior Commissioner, in terms of longevity on the Board, will be responsible for overseeing all other divisional commissioners.
2. Director of Tournament Teams.
 - a. Prepare annual uniform purchase based on current state of uniforms, set into budget.
 - b. Analyze number of players at each level to determine the appropriate number of tournament teams.
 - c. In conjunction with the Treasurer, develop a budget and cost analysis to provide to the families of prospective players.
 - d. Subject to the approval of the Board, be responsible for the purchase of and maintenance of uniforms necessary to all of current year teams.

- e. Be responsible for cleaning and inventory of uniforms and storage at end of year.
- f. Supply uniforms to tournament teams.
- g. Properly account for all purchases made on behalf of tournament teams and collection of all fees due and owing from players.
- h. Receive and review applications for tournament team candidates and verify residence and age eligibility.
- i. Conduct player sign-up, tryouts and team selections.

3. DIRECTOR OF FACILITIES MANAGEMENT AND DEVELOPMENT

- a. Responsible for field maintenance and upkeep in order to keep fields in good playing shape for year.
- b. Provide oversight for and act as GYB's liaison between the Board and any agency and/or independent contractor assisting GYB with field maintenance, upkeep and other developmental projects.
- c. Secure bids on and coordinate purchase/replacement of needed supplies and equipment.
- d. Developing a field maintenance and upkeep schedule.
- e. Organize and implement field and facility maintenance duties and projects, including securing the necessary volunteers to assist in carrying out these duties and projects.
- f. Provide the board with written project estimates for their approval, prior to beginning of construction.

4. UMPIRE IN CHIEF

- a. Establish umpire schedules.
- b. Recruit volunteer umpires for use throughout the season and tournament play.
- c. Set-up and conduct umpire clinics.
- d. Monitor development and progress for umpires.

5. DIRECTOR OF EQUIPMENT, SUPPLIES and UNIFORMS

- a. Analyze growth trends annually.
 - b. Secure bids on needed equipment, supplies and uniforms on an annual basis.
 - c. Recommend to the Directors purchase levels for supplies, equipment, and any other needed items.
 - d. Provide and be responsible for annual equipment and uniform distribution and return.
 - e. Be responsible for the inventory of equipment and for its repair, cleaning and storage at the end of year.
6. DIRECTOR OF INFORMATION AND TECHNOLOGY
- a. Chair the information and technology committee.
 - b. Maintain, update and upgrade the GYB web site as necessary.
 - c. Insure that appropriate information and schedules are posted on the web site.
 - d. Prepare any new releases for release to news outlets.
7. CO-DIRECTORS OF SPONSORSHIPS AND FUNDRAISING
- a. Chair the Sponsorship and Fundraising Committee to ensure that sponsors are contacted and obtained for the League.
 - b. Ensure that certificates and recognition awards are prepared for sponsors in conjunction with the Director of Special Events.
 - c. Maintain ongoing relationship with sponsors during throughout the year either by phone or personal contact.
 - d. Develop list of improvements from current year sponsors.
 - e. Keep accurate records of sponsors and supporters of any function of the league.
 - f. Ensure that all sponsorship fees are properly accounted for and tendered to the Vice President of Finance in a timely manner.
8. DIRECTOR OF SPECIAL EVENTS and APPAREL SALES
- a. Oversee player and team photo day.

- b. Develop, schedule and supervise annual events.
- c. Supply "GYB Store" with adequate supplies, i.e., sweatshirts, t-shirts, etc., and account for all sales.
- d. Ensure that the proceeds from all special events are properly accounted for and tendered to the Vice President of Finance in a timely and routine basis.
- e. Keep records of proceeds and report to the Directors on a routine and timely basis.

9. DIRECTOR OF CONCESSIONS

- a. Ensure that appropriate Health Certification is maintained.
- b. Oversee all concession employees and volunteers.
- c. Ensure that all concession employees and volunteers have sufficient training.
- d. Set prices and menus each season.
- e. Manage the inventory & advertising of concession stand and items sold within.
- f. Winterize the concession stand for post-season.

10. DIRECTOR OF VOLUNTEER OPERATIONS

- a. Maintain, organize and update the parents' handbook as necessary.
- b. Be the liaison between parents and managers/coaches, or parents and the League.
- c. Coordinate efforts with other directors to ensure that volunteer opportunities are provided and available assignments are properly filled.
- d. Schedule volunteers for various duties.
- e. Maintain records of volunteers.