

**MERMAID EXECUTIVE BOARD  
JOB (“Chairpersons”) DESCRIPTIONS**

**PRESIDENT:**

Chairperson of the Executive Board. Conducts all meetings. Exercises leadership and direction for the league. Verifies the league financial records prepared by the Treasurer. Counsels other Board members in the execution of their duties.

**VICE PRESIDENT:**

Performs duties as directed by the President. Assists other Executive Board members in carrying out their duties. Acts as President in his/her absence. Acts a parliamentarian during meetings. Ex-officio member of all committees. Enforces all suspensions of league members. Manages league picture day and establishes & facilitates a schedule for team pictures.

**SECRETARY:**

Keeps and publishes/distributes minutes from all meetings. Minutes can be submitted to the President within three (3) days of each meeting for signature and distribution if needed. Keeps attendance for all meetings. Maintains and/or signs off on current Constitution and By-Laws as amended. Maintains a directory of all motions made and passed for the current season. Maintains a list of all outside contacts (e.g. City of Oxnard, Hueneme School District. vendors. etc.) Generally responsible for maintenance and purging of League records (current & past 3years). Acts as League Historian

**TREASURER:**

Maintains the financial records of the League. Collects all monies received from all sources. Publishes financial reports at League meetings and as requested. Submits financial statements as required by the law for tax and 501c entity purposes. Works with Ways and Means, Sponsorship. Snack Bar Coordinator(s) in the collection and accounting of funds received and dispersed. Ensures weekly bank deposits are made and that all payments/disbursements are made in a timely manner once received/approved from the President.

**PLAYER AGENT:**

Maintains player records. Conducts registration sign-ups and player draft selection system. Maintains current rosters of team players and coaches. Maintains waiting list for current season. Acts as liaison between Executive Board and players, parents and coaches of his/her division. Should sit on committee investigating any misconduct of player or coach in his/her division (see Rules, Reg & By Laws) Informs President before any changes are made to current rosters. Works with Treasurer & Head Scorekeeper to track and enforce non-eligible players by Opening Week.

### **HEAD UMPIRE:**

Manages volunteer umpires per game. Coordinates recruiting, training and the scheduling of umpires for all games. May be one of the game umpires as well. Works with Rules and Regulations Chairperson on rule interpretation. Should be on the League protest committee with the Rules and Regulations Chairperson and another Executive Board member as identified by the President.

### **RULES AND REGULATIONS:**

Oversees Rules of the League as adopted by the Executive Board. Acts as League's liaison with National softball entities and reports to the Executive Board any information on membership, tournaments, etc. Ensures that each team has received a copy of Rules and Regs. Sits as Chairperson of the League Protest Committee. Provides opinions for interpretation of League and references PONY playing rules (only as adopted) for best judgement. Works with Head Umpire to ensure that all umpires are versed in the playing rules of the League. Works timely as Chairperson with members of the Executive Board, to draft the League practice field and game schedule to be finalized along with current season's Local rules.

### **EQUIPMENT MANAGER:**

Person in charge of playing equipment. Assists with uniform ordering and distribution, as if needed. Submits a proposed budget for new equipment, uniforms etc. for Executive Board approval. During the playing season, sees that an adequate supply of softballs are in stocked and that damaged equipment is repaired/replaced. Maintains a procedure of the systematic issue/return and accountability of League equipment. Ensures the cleanliness and safe condition of the equipment shed for efficient storage and access. May act as the intermediary for approving Mermaid Apparel purchased outside of the League.

### **HEAD SCORE-KEEPER:**

Responsible for the "Official Scorebook(s)" per division. Upkeeps each division, scorekeeper supply box. Verifies that all players are participating according to League rules and regulations. Ensures that line up sheets and scorebooks are filled out and maintained properly. Updates/reports the League standings at least weekly. Works with Head Umpire to conduct preseason scorekeeping clinics and provides guidance to those scorekeepers needing assistance. Reports to the Executive Board any participation/eligibility problems that may result in a discipline/forfeiture situation.

### **SNACK BAR COORDINATOR(S):**

Oversee the entire operation of the League Snack Bar. Responsible for inventory control, menu, pricing, cleaning, scheduling and training of volunteer workers. Insures that a "Snack Bar Operations Guideline" is maintained and posted at the snack bar. Works with the Treasure on the procedures for insuring that money received is accounted for and delivers to the Treasurer for timely deposit in the bank. With the help of the Treasurer prepares regular financial statements on the operation of the snack bar.

**FIELD MAINTENANCE:**

Maintains equipment and supplies for the grounds keeping of the League playing fields. Instructs all team coaching staffs in the proper preparation of the fields for games. Preparations to include, but not limited to, watering, raking and filling holes, picking up litter, etc. Insures park and school grounds cleanliness and ensures that trash receptacles are dumped on a regular basis and instructs coaches in the same. Maintains equipment shed for field 2 and 3 in a clean and safe condition.

**PUBLICITY:**

Provide media notification (VC Star, Social Media) and coverage of League events, e.g., registration, tryouts, League functions, etc. Promotes to the community at large the efforts of the league. Drafts flyers, bulletins and posters publicizing special League events. May Chair a committee of other Board members to assist with these tasks.

**SPONSORSHIP:**

The League is self-sustaining, a sponsorship Chair may not be necessary. However, as needed this volunteer may develop a program for securing private business sponsors early in the off season. Sponsorships may pay for items such as Scholar Athlete Award, Movie Night at the Park and or MLB ticketing events. *Such promotion implies that this Chair would also plan and coordinate such events with assistance of Publicity Chair, Ways & Means Chair and others.* Maintains a record of current and past sponsors. Maintains files of all actions as it relates to the League Sponsorship. Sees that the sponsors are properly recognized in accordance with Executive Board policy.

**WAYS AND MEANS:**

*Works with Sponsorship Chair to Plan and coordinate ways to fund specific projects or accomplish specific financial goals that fall outside of those required to administer practice & play of softball.* As the League is a 501c charitable organization, the league must answer and account for expenditures outside the scope of the objectives and or goals of the League. This Chair develops the means for the League to meet certain financial requirements and provide up-to-date written records of accountability for any such events.

**IMMEDIATE PAST PRESIDENT:**

That person that served as President of the League prior to the sitting President. Has no specific function but "is eligible to serve on any committee. Has a voice and a vote on all Executive Board matters". This person is subject to the same attendance requirements as any other Executive Board member. He/She cannot be solicited solely to sway or coerce votes and cannot participate without having attended immediate preceding meeting(s) on the subject requiring a vote.