# ARTICLE VII - DUTIES OF OFFICERS

1. The President shall:

1. preside at all meetings of the Association and of the Board of Directors
2. appoint all committees, except the search committee and Executive Board
3. participate as a member of the Executive Board
4. exercise supervision of the Association in general
5. report for the Board of Directors
6. issue all final decisions of the Board of Directors
7. sign all official documents
8. liason with City and District Commissioner
9. be an ex officio member of all committees except the search committee.

2. The Executive Vice President shall:

1. assume duties of the President and vice presidents in their absence
2. appoint a vice president to assume the duties of the president and the executive vice president in their absence
3. assist League VP to settle disputes related to coaches, umpires, players and/or parents
4. participate as a member of the Executive Board

3. The League Vice President shall:

1. oversee league and division coordinators
2. coordinate activities related to forming and making all teams and additions; liason with registrar, scheduler, and the league and division coordinators on these activities
3. recommend all managers in the league to be approved by the Board of Directors
4. see that all Rules and Regulations set up by the Association are carried out
5. notify league and division coordinator of monthly meetings
6. settle disputes related to coaches, umpires, players and/or parents

NOTE: In the event the Vice President cannot resolve a problem in his/her league, between two managers, or himself/herself and a manager, the problem will be submitted in writing, by the manager(s) involved to the Board of Directors.

1. participate as a member of the Executive Board

4. The Administrative Vice President shall:

1. oversee administrative duties of the organization: Secretary, Registrar, Treasurer, Scheduler, Procurement, Tournament Director, Webmaster, and Publicity
2. coordinate activities related to administrative duties of the organization
3. see that all Rules and Regulations set up by the Association are carried out
4. participate as a member of the Executive Board

5. The Operations Vice President shall:

1. oversee operational duties of the organization: Equipment, Concession Stand, Facilites and Field
2. coordinate activities related to operational duties of the organization
3. coordiante with the city on field and facility related issues and improvements
4. see that all Rules and Regulations set up by the Association are carried out
5. participate as a member of the Executive Board

6. The Secretary shall:

1. keep the minutes of all meetings of the Association and of the Board of Directors
2. keep all records
3. telephone all members of the Board of Directors for special meetings
4. carry on the correspondence of the Association
5. supply a list of names, addresses, and phone numbers of all officers, managers, and assistant managers to all team managers and officers on draft night.
6. Contribute meeting minutes and other content as needed to the LJGSA website.

7. The Treasurer shall:

1. have custody of all Association money
2. sign all checks
3. keep regulation books of all financial records of the Association
4. issue regular reports to the Board of Directors and the membership including actual spending versus budget, at least monthly
5. be responsible for submitting a budget to the membership during the November meeting
6. present a final accounting of all monies at the annual meeting.
7. File and pay sales tax quarterly with the State of Texas.
8. On October 1, print reports from Microsoft Money and send to LJGSA's accountant so a 990 Form can be filed with the IRS in February of the following year.

8. The Equipment Manager shall:

1. see that each team is properly equipped at the beginning of the season
2. work with the Procurement Director to purchase team equipment and scorekeeping equipment
3. furnish any special equipment requested by a manager only with the approval of the Board of Directors
4. issue equipment during the playing season
5. keep a record of equipment issued to each team during the season.

9. The Field Coordinator shall:

1. be responsible for insuring the conditions of the fields and field equipment
2. see that assigned fields for regular scheduled leagues and tournaments are in appropriate playable condition
3. be responsible for establishing a schedule each year for the teams to participate in field maintenance
4. be responsible for providing a list of field duties to be distributed with the schedule, including picking up trash around the bleachers.
5. coordinate field crew including training on equipment and assignment of field activities

10. The League Scheduler shall:

1. schedule all regular season and make-up games
2. assign times for practice fields (prior to the start of league play)
3. be responsible for scheduling practices, games and other use of the field for persons or teams outside of the Association.

11. The Tournament Director shall:

1. coordinate all LJGSA tournaments
2. gather the information about LJGSA tournaments, send out the invitations, set up the brackets, and collect the money
3. turn all information for the tournament over to the proper league vice president.
4. Turn all money for the tournament over to the league treasurer.

12. The Concession Managers (3) shall:

1. form a commitee to assist with duties
2. purchase supplies
3. assign teams to work the concession stand
4. oversee the operation of the concession stand.

13. The Publicity Director shall:

1. coordinate all Association publicity
2. oversee the process of sales and construction of field signs/banners
3. liason with local businesses regarding sponsorship or support for the organization
4. oversee coordination and communication with local businesses regarding major association events.

14. The Procurement Director shall:

1. be responsible for purchasing all equipment, scorekeeping, large field items (bases, chalkers, mowers, etc.), association T-shirts, trophies for league and tournaments
2. request bids and actively seek the best price for quality products. The procurement director shall strive to do business locally unless the price difference is significant enough to warrant purchase outside of the Brazosport area.

15. The Registrar shall:

1. conduct registration of players and collection of membership dues at the time period designated by the Board
2. furnish to the League vice presidents and coordinators, prior to draft night, a list of officially registered players and their team status
3. maintain a current team status list
4. file registration details with district commissioner
5. The Facilities Manager shall:

a. be responsible for insuring the conditions of facilities

b. coordinate the cleaning crews for the Youth Sports Complex

c. Arrange for general complex maintenance and aesthetics.

1. Head up the facility enhancement projects.
2. The Webmaster shall:

a. maintain and update LJGSA website

b. maintain and update LJGSA Facebook page

1. The 6u Coordinator shall:
2. oversee 6u league
3. coordinate activities in 6u related to forming and making all teams and additions; liason with registrar, scheduler, and the league VP on these activities
4. recommend 6u managers in the league to be approved by the Board of Directors
5. see that all Rules and Regulations set up by the Association are carried out
6. notify 6u coaches and parents of association related activities
7. settle 6u disputes related to coaches, umpires, players and/or parents
8. The 8u Coordinator shall:
9. oversee 8u league
10. coordinate activities in 6u related to forming and making all teams and additions; liason with registrar, scheduler, and the league VP on these activities
11. recommend 8u managers in the league to be approved by the Board of Directors
12. see that all Rules and Regulations set up by the Association are carried out
13. notify 8u coaches and parents of association related activities
14. settle 8u disputes related to coaches, umpires, players and/or parents
15. The 10u Coordinator shall:
16. oversee 10u league
17. coordinate activities in 10u related to forming and making all teams and additions; liason with registrar, scheduler, and the league VP on these activities
18. recommend 10u managers in the league to be approved by the Board of Directors
19. see that all Rules and Regulations set up by the Association are carried out
20. notify 10u coaches and parents of association related activities
21. settle 10u disputes related to coaches, umpires, players and/or parents
22. The 12/14u Coordinator shall:
23. oversee 12/14u league
24. coordinate activities in 10u related to forming and making all teams and additions; liason with registrar, scheduler, and the league VP on these activities
25. recommend 12/14u managers in the league to be approved by the Board of Directors
26. see that all Rules and Regulations set up by the Association are carried out
27. notify 12/14u coaches and parents of association related activities
28. settle 12/14u disputes related to coaches, umpires, players and/or parents
29. The Division Coordinator shall:
30. oversee division teams: collection of fees, confirmation of insurance
31. recommend division teams to be approved by the Board of Directors
32. see that all Rules and Regulations set up by the Association are carried out
33. notify division coaches and parents of association related activities
34. settle division disputes related to coaches, umpires, players and/or parents
35. The Field Crew shall:
36. Assist with maintenance and upkeep of field and facilities

* Non-voting board positions
* Members may participate in board meetings and discussions
* Number of positions determined by Field Coordinator
* Trained on field equipment operations and usage

**Appendix 1: Association Organization Chart**

Administrative VP

Regitrar

Procurement

Treasurer

Tournament Director

Equipment

Facilities Manager

Publicity

PRESIDENT

Operations VP

Webmaster

Secretary

Concession Stand Mgr 1

6u Coordinator

12u/14u Coordinator

Scheduler

10u Coordinator

8u Coordinator

Division Coordinator

Field Coordinator

Field Crew

-Non-voting positions

-Able to participate in board meetings and discussions

-Trained and allowed to use league equipment

- Number determined by Field Coordinator

Executive VP

League VP

Concession Stand Mgr 2

Concession Stand Mgr 3