



JOB DESCRIPTIONS

Elected Executive Members

President

- 2 year term - elected on odd numbered years
- Presides over all Executive meeting and AGM
- Attends BC Minor Baseball Association board meetings
- Liaises with other local associations
- Deals with National, Regional and Local concerns
- Heads all committees

1st Vice President

- 2 year term - elected on odd numbered years
- Solicits and organizes sponsorships
- Keeps sponsors informed regarding registration/pictures/team banner, etc.
- Presides at any meetings in the absence of the President
- Be a member of the Discipline Committee
- Attend monthly Executive Meetings

2nd Vice President

- 2 year term - elected on even numbered years
- Co-ordinate team pictures with photographer for team picture day
- Work together with the treasure to apply for "Direct Access" funds and "Gaming Funds" (Bingo, 50/50)
- Solicit other service groups for funding
- Attend monthly Executive Meetings

Treasurer

- 2-year term - elected on even numbered years
- Make any bank deposits/pay bills as required
- Reconcile monthly bank statements
- Keep accurate record of monies receives and disbursed by WKMBA
- Have an annual verification and financial statement for Executive Meetings
- Attend monthly Executive Meetings

Secretary

- 2-year term - elected on even numbered years
- Responsible for the Minutes of the Executive Meetings
- Distributes previous months Minutes for approval at Executive meetings
- Handles all general correspondence for the Association
- Responsible for informing the Baseball Committee of all meetings
- Attend all monthly Executive Meetings

Registrar

- 2-year term - elected on even numbered years
- Coordinates registration dates
- Enters all registrants' names into the Association's database
- Responsible for maintaining a permanent record of all playing members of the WKMBA
- Responsible for registering all players in the BC Minor Baseball Association
- Attend all monthly Executive Meetings

Continued...

Appointed Members

Division Director

- 1-year term - appointed by the Executive Body
- Assists in the recruiting and training of coaches
- Responsible for organization of teams and scheduling of season games in the Division (Some divisions may play in larger interlock)
- Ensures each team coach/manager within the division is aware of the association's policies and that such policies are followed
- Ensure all coaches and managers have been approved by the Executive
- Liaises with Tournament Director to locate opportunities for Westside teams to participate in and/or host tournaments.
- Attend all monthly Executive meetings
- Be a member of the Discipline Committee Tournament Director
- 1 year term - appointed by the Executive Body
- Coordinates with Division Directors to assist in locating opportunities for Westside teams to participate in local tournaments
- Liaises with and assists Division Directors to schedule tournament hosted by WMBA
- Streamlines collection of payment of tournament fees through treasurer
- Liaise with other local baseball associations regarding tournaments
- Attend monthly Executive meetings

League Coordinator

- 1 year term - appointed by the Executive Body
- Assumes any duties allocated by the President
Responsible for all Division Directors in all aspects
- Attend monthly Executive Meetings
- Be a member of the Discipline Committee

Head Coach

- 1 year term - appointed by the Executive Body
- Liaise with other local associations to plan/coordinate coaches' clinics
- Plan and supervise training programs for all coaches and players within the Association
- Institute and maintain a high caliber of coaching ability in all divisions
- Attend monthly executive meeting

Uniform Director

- 1-year term - appointed by the Executive Body
- Responsible for upkeep of uniform closets
- Distribute uniforms to teams
- Purchase new uniforms as directed by the Executive
- Account for the return of all uniforms at the end of the season
- Attend monthly executive meetings

Equipment Director

- 1-year term - appointed by the Executive Body
- Responsible for upkeep of storage rooms
- Distribute equipment bags to all teams
- Purchase new equipment where necessary
- Purchase and distribute balls, scorebooks, line cards, etc. to team
- Account for the return of all equipment at the end of the season
- Attend monthly executive meeting

Website / Communications

- 2-year term - appointed by the Executive Body
- Responsible for the gathering of all information to be put on website from Executive and Directors
- Send out newsletters
- Keep website updated with the latest information
- Attend monthly Executive Meetings

Umpire-In-Chief

- 2-year term - appointed by the Executive Body
- Responsible for overseeing all umpires within WK MBA
- Keep a contact list of all umpires
- Schedule umpires for all games
- Determine payment to umpires
- Arrange for an Umpire Clinic in our community
- Distribute uniforms and umpire kits
- Attend monthly Executive meetings