

President –

Presides at league meetings, and assumes full responsibility for the operation of the local league. The president receives all mail, supplies, and other communications from the Little League International. The president must see to it that league personnel is properly briefed on all phases of rules, regulations, and policies of Little League. The league president is the contact between the local organization and Little League International.

Vice President –

Presides over meetings in the absence of the president; is official member of all committees, is in charge of organizing and planning Opening and Closing Ceremonies and carries out special projects and assignments that may be delegated by the President.

Secretary –

Maintains a register of members and directors; records the minutes of meetings; is responsible for sending out notice of meetings, issues membership cards and maintains a record of league's activities.

Treasurer –

A local league's Treasurer is a crucial position within its Board of Directors. The Treasurer is responsible for the financial condition of the local league and providing monthly or periodic updates to fellow board members. The individual will prepare financial statements and budgets, including the annual financial report to be submitted to the league's membership. The Treasurer also handles income and expenses of the league and properly tracks and records them. It's a big job, with a very important role in making sure your league operates smoothly, and your volunteers and players have all the support they need. The Treasurer should not be the same individual as the President

The Treasurer, to properly perform the functions of the position, should have:

- Financial and Accounting Management Experience - While the Treasurer does not need to be an accountant or work in the financial field, some background and ability to handle financial and accounting tasks is strongly recommended. The ability to prepare proper and thorough records is essential.
- Thorough Records - To avoid possible issues of theft, a Treasurer should keep solid financial records and track all of the league's purchases. This should include approval for all purchases and requirement of receipts and order forms (if possible) for all transactions, no matter the size of the purchase.

The Treasurer should also institute the following to improve the league's financial management:

- Money Counting Procedures - To be transparent and to limit mistakes, multiple individuals should be included in money counting. A procedure for counting money after each concession stand use must be in place, which may include counting upon opening and closing. Forms should be developed to streamline the process. Assistants to the Treasurer or a Concession Manager should be used to count and handle the money each evening so the Treasurer doesn't have to go to the field nightly.
- Conduct Audits - An audit committee should be used that includes three Board of Directors members, but not the President, Treasurer, or anyone that signs checks. The committee should review the league's books and records at least quarterly, but ideally on a monthly basis. The committee should also ensure it meets prior to the annual meeting and provide its findings to the President and Treasurer.
- Written Financial Management Guidelines: - The Treasurer, with the Board of Directors or an appointed Committee, should institute written financial management guidelines so they are expressly explained and questions would be very limited in times that issues may arise. The Treasurer should spend considerable time at a meeting explaining each of these guidelines and could even require each Director to sign in acknowledgement that each has read the guidelines.
- Signs checks co-signed by another officer or director; dispenses league funds as approved by the Board of Directors; reports on the status of league funds; keeps local league books and financial records; prepares budgets and assumes the responsibility for all local league finances.

Player Agent –

Coordinates and schedules practices and games in the Spring and Fall seasons throughout all divisions, coordinates and manages annual tryouts, and is in charge of player selection, assists president in checking birth records and eligibility of players; serves as a member of the Board of Directors of the local league and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League. This role also coordinates and manages the All Star tryout and selection process.

Tournament Director –

Coordinate tournaments on CLLL fields in conjunction with LL games/practices.

Safety Officer –

Coordinates all safety activities; ensures safety in player training; ensures safe playing conditions; coordinates reporting and prevention of injuries; solicits suggestions for making conditions safer; reports suggestions to Little League International through the league president and prepares the ASAP plan for submission to Little League International.

Coaching Coordinator –

Represents coaches/managers in league; presents a coach/ manager training budget to the board; gains the support and funds necessary to implement a league-wide training program;

orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary; serves as the contact person for Little League and its manager-coach education. Receives and distributes coaching information from Little League International and distributes to all coaches and managers.

Sponsor Fundraising Manager –

Solicits and secures local sponsorships to support league operations; collects sponsorship funds and reviews sponsorship and fundraising opportunities; organizes and implements approved league fundraising activities; coordinates participation in fundraising activities; maintains records of monies secured through sponsorship and fundraising initiatives, orders all sponsorship banners/signs/materials and coordinates the placement of all sponsorship banners/signs/materials. Coordinate the Silent Auction baskets per team for the Annual Fund Raiser

Umpire-in-Chief (U.I.C.) -

Serves as coordinator of and advises the league President on the league umpire program; responsible for recommending umpires to the league President for appointment to the league umpire roster; recruiting and retaining volunteer umpires; establishing a league umpire training program consistent with Little League® guidelines; coordinating and assisting with conducting umpire clinics at league and district level; communicating rule changes to league umpires; scheduling league umpires for regular season games; evaluating league umpires using established guidelines to maintain program integrity; further continual improvement, and prepare league umpires for advancement to tournament levels; communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Region, and/or Headquarters level.

League Information Officer -

Sets up and manages league's official website; sets up online registration and ensures the league rosters are uploaded to Little League; assigns online administrative rights to other local volunteers; encourages creation of team web sites to managers, coaches, and parents; ensures that league news and scores are updated online on a regular basis; collects, posts, and distributes important information on league activities including direct dissemination of fundraising and sponsor activities to Little League, the district, the public, league members, and the media; serves as primary contact person for Little League and Dick's Team Sports HQ regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International. Provides player, coach, and manager records to Little League International in electronic format.

Concession Manager -

Maintains the operation of concession facilities; organizes the purchase of concession products; responsible for the management of the concession sales at league events; schedules

volunteers to work the concession booth during league events; collects and reviews concession related offers including coupons, discounts, and bulk-purchasing opportunities; and organizes, tallies and keeps records of concession sales and purchases. Coordinate team coverage of concession stand coverage.

Marketing/Public Relations Manager –

Oversees new player recruitment efforts; develops and maintains a league marketing plan focused on player recruitment and retention; oversees efforts to market new divisions of play and initiatives offered by the league; works with local media to promote the interests of Little League, and coordinates efforts to make the local Little League visible in the community year round.

Equipment Manager –

Inventory control/upkeep/ordering. Distribution of equipment to teams for Fall and Spring Seasons. Maintain a clean and organized equipment shed. Work with board to understand the # of teams and equipment needed for Fall and Spring seasons.

Field Maintenance –

Analyze field maintenance needs on a weekly basis. Organize a volunteer pool. Organize a schedule for grass mowing/weed eating, weed killer control, fence maintenance, field tilling, dirt and sod control, field dry/base chalk purchase and inventory upkeep, base anchor maintenance, sprinkler timing and maintenance with County, trash clean up, trash can responsibility, flag and flag pole upkeep, sound system implementation/maintenance.

VP TeeBall –

Work with the Coaching Coordinator to implement proper trainings for their division and act as first line of defense for disputes within their division.

VP PeeWee –

Work with the Coaching Coordinator to implement proper trainings for their division and act as first line of defense for disputes within their division.

VP Minors –

Work with the Coaching Coordinator to implement proper trainings for their division and act as first line of defense for disputes within their division.

VP Majors –

Work with the Coaching Coordinator to implement proper trainings for their division and act as first line of defense for disputes within their division.

VP Juniors –

Work with the Coaching Coordinator to implement proper trainings for their division and act as first line of defense for disputes within their division.

Members At Large-

Our Members At Large are on the Board and help with additional roles and responsibilities requested by other Board members.