

BOARD OF DIRECTORS

Elections & Appointments

The Board of Directors of Westhills Baseball, Inc. consists of elected and appointed officers and representatives.

The following are elected by the league membership by ballot held annually specifically for this purpose not later than the month of June and serve from July 1 of the year elected through June 30th of the following year:

1. President
2. Vice President – Baseball
3. Vice President – Administration
4. Player Agent – Pinto
5. Player Agent – Mustang
6. Player Agent – Bronco
7. Player Agent – Pony
8. Secretary
9. Treasurer
10. Auxiliary President

In addition, the immediate Past President continues as a regular member of the Board of Directors (11).

The officers listed below are annually appointed by the newly elected President by August 1, with the approval of a majority of the newly elected Board of Directors (positions 1 through 10 above and the Past President) and shall serve through July 31 of the next year.

12. Directors of Umpires (Upper & Lower)
13. Director of Equipment
14. Director of Field Maintenance
15. Director of Ways and Means
16. Director of Website
17. Director of Purchasing
18. Director of Rules and Scorekeeping
19. Director of Registration
20. Director of Shetland Division
21. Director of Pinto Division
22. Director of Mustang Division
23. Director of Bronco Division
24. Director of Pony Division

DUTIES OF OFFICERS

(1) The ***President*** shall:

- (a) Preside at all meetings of the Board of Directors and any general meetings of the membership;
- (b) Assume full responsibility for the operation of Westhills Baseball, Inc.;
- (c) Monitor the dispensing of all funds which have been approved or authorized by the Board of Directors;
- (d) Sign league checks, legal documents and contracts;
- (e) Appoint necessary or required committees and assign or delegate any reasonable service required;
- (f) Represent Westhills Baseball, Inc. at all meetings of a national or local level regarding any interface of the league with any other organization. This representation requirement may be delegated;
- (g) Perform or delegate any other duties, assignments or any reasonable service required for the successful and efficient operation of Westhills Baseball, Inc., including, but not limited to game scheduling;
- (h) Serve as ex-officio member of all committees;
- (i) Appoint managers in all divisions of play.

(2) The ***Vice President of Administration*** shall:

- (a) As authorized by the President conduct the duties of the Office of the President;
- (b) Assume the office of the President:
 - (1) Upon the President's resignation;
 - (2) Upon extended incapacitation of the President due to illness or injury;
 - (3) Upon impeachment of the President by a 3/4 vote of the entire Board of Directors;
- (c) Investigate, negotiate and purchase, with approval of the Board of Directors, the annual insurance needs of the league;
- (d) Be responsible for acquiring all necessary permits for the Westhills Baseball facility and for local practice fields, the annual renewal of the league's Pony Baseball membership and any league approved screening process for adult volunteers and umpires;
- (e) Be responsible for all aspects of Opening Day;
- (f) Be responsible for all awards, recognition and pictures;
- (g) Be responsible for all necessary correspondence;
- (h) Schedule board members for closing duty at the facility.

(3) The ***Vice President of Baseball*** shall:

- (a) Serve as Chairman of the Division Directors;
- (b) Be responsible for the managers training and clinics;
- (c) Oversee Lower Umpire operations.

- (4) The **Secretary** of the league shall:
- (a) Record the minutes of all the meetings and have all minutes available at every meeting;
 - (b) Be responsible for notification of meetings.
- (5) The **Treasurer** of the league shall:
- (a) Assume the responsibility for all league funds;
 - (b) Keep and maintain current and accurate financial records;
 - (c) Have authority to sign checks for authorized expenditures and as a co-signatory;
 - (d) Submit necessary statements to the State and Federal Government at the end of the fiscal year;
 - (e) Give a written report at regular Board meetings;
 - (f) Work with President to retain appropriate professional support.
- (6) The **Auxiliary President** shall:
- (a) Appoint necessary or required committees and assign or delegate any reasonable service required;
 - (b) Oversee the operations of the Snack Shack including supply ordering, vendor establishment and maintenance, and the scheduling of parent volunteers and teens;
 - (c) In conjunction with the Auxiliary treasurer, maintain a bank account for the receipts and disbursements of the Snack Shack and provide financial information on a regular basis to the Board of Directors and League Treasurer;
 - (d) Preside at any meetings of the Auxiliary organization;
 - (e) Report on the activities of the Auxiliary at the Board of Directors meetings;
 - (f) Be responsible for directing the auxiliary organization of Westhills Baseball, Inc. through the Board of Directors.
- (7) The **Division Directors** shall:
- (a) Be responsible to the President for the operation and conduct of all aspects of their respective divisions;
 - (b) Act as the liaison between division managers and the League and be responsible for all communication with these respective managers;
 - (c) Conduct tryouts and oversee the team drafts;
 - (d) Frequently attend games within respective division;
 - (e) Be responsible for gathering and posting division standings.
- (8) The **Player Agents** shall:
- (a) Participate in the player tryouts and selection draft process;
 - (b) Supervise and coordinate the transfer of players according to the provisions of the Rules and Regulations of Westhills Baseball, Inc.;
 - (c) Act as the liaison between players/families and the League;
 - (d) Frequently attend games within respective division.

(9) The **Registrar** shall:

- (a) Be responsible for all aspects of registration;
- (b) Be responsible for maintaining records on all players;
- (c) Maintain a register of active adult and honorary members of the League and the Board of Directors.

(10) The **Director of Umpires - Upper Divisions** shall:

With respect to the Mustang, Bronco and Pony divisions:

- (a) Direct the education and training of all umpires;
- (b) Be responsible for the assignment of all umpires to games;
- (c) Be responsible for the conduct, behavior and expertise of all umpires with the power to fine, demote or discharge umpires;
- (d) Select and schedule all umpires for tournaments.

(11) The **Director of Umpires – Lower Divisions** shall:

With respect to the Shetland and Pinto divisions:

- (a) Direct the education and training of all umpires;
- (b) Be responsible for the assignment of all umpires to games;
- (c) Be responsible for the conduct, behavior and expertise of all umpires with the power to fine, demote or discharge umpires.

(12) The **Director of Equipment** shall:

- (a) Be responsible for the purchase, inventory and repair of all equipment pertaining to the playing of baseball;
- (b) Be responsible for issuance, storage and collection of all equipment.

(13) The **Director of Field Maintenance** shall:

- (a) Be responsible for the construction and maintenance of Westhills Baseball, Inc. property;
- (b) Be responsible for the hiring and firing of contracted work done at Westhills Baseball, Inc. property.

(14) The **Director of Rules/Scorekeeping** shall:

- (a) Be responsible for the training and assignment of official scorekeepers in all divisions;
- (b) Hold a scorekeeper clinic at least once a year;
- (c) Be responsible for disbursement of current score and Rule books and updating master Rule/Scorebooks in the Snack Shack.

(15) The ***Director of Purchasing*** shall:

- (a) Be responsible for the organization and purchase of team uniforms and hats and the distribution, inventory and return of All Star uniforms;
- (b) Purchase and sell promotional clothing items as approved by the Board of Directors.

(16) The ***Director of Website*** shall:

- (a) Be responsible for the design and content of the League's website *weshillsbaseball.org*;
- (b) Post and update League information on the site as requested;
- (c) Send out league-wide e-mails to the players/families as requested.

(17) The ***Director of Ways and Means*** shall;

- (a) Oversee the publication of the annual yearbook and be responsible for acquiring advertising and sponsorships for the yearbook;
- (b) Be responsible for all fund raising activities in the league.

The duties and responsibilities of other officers and committee chairman shall be defined and/or established by directives and/or policies issued by the Board of Directors.