

TCGFSA BOARD MEMBER POSITION DESCRIPTIONS

THE EXECUTIVE BOARD COMMITTEE

- Requirements:
 - Board members shall have served 2 years on the Board prior to being nominated to an Executive Committee office.
 - Presidential nominees must have served 2 years on the Executive Committee.
 - NOTE - Past Presidents or Executive Committee members who return to the Board at the request of the current Board are exempt from this rule.

PRESIDENT:

- Preside at all meetings of the Association, the Board, and the Executive Committee.
- Have the authority to appoint both standing and temporary committees and may assign additional duties to the other members of the Board. The following committees shall be appointed annually by the President:
 - Scholarship
 - Picnic
 - Appeal/Grievance (as needed)
 - Nominating additional committees may be created and chartered to perform specific tasks that may include, but are not limited to the following:
 - By-Laws/Constitution Updates
 - Newsletters
 - Community Relations

VICE PRESIDENT

- Assist the President in conducting the affairs of the Association
- Preside in the absence of the President
- Process all Volunteer Wavier and Background Check Authorization Forms for volunteer screening.
- Create and maintain a “living” spreadsheet with a list of all coaches, assistant coaches, and team volunteers to ensure all required training and background screenings have been performed.
- Advise League Coordinators and the Board, based on the direction provided by the President, of problematic responses and notify pending volunteers if prohibited from volunteering.

SECRETARY

- Record the minutes of all Board and Executive Committee meetings and the action(s) taken.
- Provide a copy of the previous Board meeting's minutes to the President prior to the next Board meeting for communication to all Board members.
- Keep copies of each response, in cases where voting was conducted via email.

TREASURER

- Have custody of the finances and shall promptly deposit all monies under the name of the Association.
- Be authorized to establish bank accounts for the Association and to invest and reinvest Association monies as approved by the Board.
- Be responsible for preparing and submitting the annual operating budget.
- Be responsible for obtaining and maintaining the Association's insurance and for distributing evidence of such coverage to the President and Vice President.
- Prepare and submit to the Board a written financial statement of the Association's revenues, expenditures, and funds quarterly (monthly during the period from February through September).

PLAYER REPRESENTATIVE

- Be the agent of all Players of the Association.
- Assist with the registration of Players, and placement of Players on teams.
- Investigate all grievances between Players and team Coaches and shall be the advocate of the Players before the Board and the Appeal/Grievance Committee.

- Communicate resolution of grievances to the respective League Coordinators and the Board.

GENERAL BOARD MEMBERS

- Requirements
 - Eligible members shall be members in good standing that are eighteen years old or older
 - All Board members shall serve for a term of one year.

LEAGUE COORDINATORS:

- There shall be a League Coordinator for each of the **6U, 8U, 10U, 12U, 14U, 16U, and 18U Leagues**. The 16U and 18U Coordinator positions may be combined in the event of low registration numbers.
 - Supervise activities pertinent to his/her League.
 - Be the direct communicator between the Board and the League Coaches, Assistant Coaches and Parents.
 - Ensure that all Head Coaches have been approved by the Board and complied with all training and background screenings prior to receiving the team roster or conducting team-related responsibilities.
 - Establish team rosters, under the supervision of an appointed Executive Officer, using registration information compiled from the Database Coordinator.
 - Collect and record game results and note the availability of umpires.
 - Act as the Tournament Director for any League Jamboree and Post-Season Tournament, ensuring rules are provided to Coaches, as appropriate, and administers presentation of League awards at the conclusion of Post-Season play.

UNIFORM COORDINATOR

- Collect bids from a minimum of 3 T-Shirt vendors and present the bids to the Board..
- Work with League Coordinators and Sponsor Coordinator to order all uniform apparel to be supplied by the Association and make sure uniforms are delivered prior to jamboree games.

EQUIPMENT COORDINATOR:

- Perform an inventory at the end of each Spring/Summer season to see what items need to be replaced. All equipment shall be USA Softball approved/certified.
- Provide the following items to each team:
 - Practice balls with a bucket
 - 6 game balls
 - Catcher's gear
 - 3 bats (assorted sizes)
 - 1 equipment bag
 - Batting helmets will be provided if specifically asked for.
- Items purchased above and beyond this list shall be approved by the Treasurer and one other Executive Officer prior to purchase.
- Order all new or replacement equipment to be supplied by the Association.
- Arrange for maintenance, distribution, and collection of all Association equipment.
- Ensure all Association equipment is stored in a manner that protects the equipment when it is not assigned.

SPONSOR COORDINATOR:

- Be the direct contact between the Association and the team Sponsors.
- Seek new Sponsors and/or delete unnecessary ones, upon approval of the Board
- Coordinate with the League Coordinators the assignment of Sponsors to teams.
- Recommend the annual Sponsor fee structure for Board approval
- Coordinate the collection and bookkeeping of such monies with the Sponsors and the Treasurer.
- Provide quarterly reports on the status of Sponsor support (monthly during the period from January through July)

- Coordinate the presentation of sponsor plaques and Thank You notes with the Pictures/Trophy and League Coordinators.

TROPHIES AND PICTURES COORDINATOR:

- Select vendors for trophies and photographers, with the concurrence of the Board.
- Select and order the annual sportsmanship awards trophies for league and post season play, and any other required awards.
- Supervise the distribution of such awards with the Post-Season Tournament Directors.
- Work with League and Scheduling Coordinators to schedule and coordinate team pictures for the Association.
- Coordinate with the Sponsor Coordinator the preparation and distribution of team pictures for the Association Sponsors.

FALL BALL COORDINATOR:

- Supervise all Fall Ball Activities.
- Be the direct communicator between the Board and the Coaches, Assistant Coaches and Parents.
- Ensure that there are enough coaches for the amount of player registrations.
- Ensure that all Head Coaches have been approved by the Board and complied with all training and background screenings prior to receiving the team roster or conducting team-related responsibilities.
- Establish team rosters, under the supervision of an appointed Executive Officer, using registration information compiled from the Database Coordinator.
- Note the availability of umpires, and approve umpire billing.
- Recruit other board members to help with Fall Ball on an as needed basis, including but not limited to:
 - Scheduling
 - Advertising

TRAINING COORDINATOR:

- Secure a team to help run the Annual Free Skills Clinic
- Be the primary point of contact for any other training provided by the Association.
- Assist and coordinate training for the Coaches and Players of the Association.

DATABASE COORDINATOR:

- Ensure the Association is ready to start registration on the specified date.
- Work with the League Coordinators, Player Rep and President to ensure necessary items are addressed in the registration form.
- Make any necessary modifications and run reports as requested.
- Ensure the website is current and add or delete items as requested.
- Maintain the integrity of the Association web page.
- Make timely updates as requested.
- Monitor social media sources.

SCHEDULING COORDINATOR:

- Be responsible for scheduling all practices, jamborees, regular, and post season games.
- Secure practice fields from the Richland, Kennewick, and Pasco School districts.
- Work with the City of Richland to ensure Columbia Playfields are available for Association games and practices.
- Be responsible for requesting qualified umpires for Association games, jamborees, and post-season tournaments and approving all payments for umpire services.