

PVLL Board Positions

President

- Ensures the league is run according to little league international rules & regulations, as well as local league rules & regulations. Assumes full responsibility for the operations of the local league
- Presides over monthly board meeting & attends district board meetings
- Sees to it that league personnel are properly briefed on all phases of rules, regulations, and policies of Little League
- Ensures the league runs within annual budget

Vice President

- Advisor and assistant to the league President and presides in the absence of the president.
- Works with other officers and is ex-officio member of all committees.
- Carries out such duties and assignments as may be delegated by the President

Secretary

- The record keeper for the league
- Collects mail from the post office box and files/delivers mail to those that need it
- Creates the meeting agenda for league board meetings with input from the President
- Takes the meeting minutes and disseminates them to board members

Treasurer

- Keeps financial records for the league (quick books)
- Completes league's federal/state taxes and completes league's California Statement of Information annually
- Advises on league budget by reporting financial status to the board at monthly meetings
- Conducts banking operations for the league, including making cash available to the snack shack

Player Agent

- Advocate for Minor/Major/Junior/Senior players in the league
- Ensures the integrity of league tryouts and draft process and conducts the league's draft in accordance with league rules.
- Assists President in checking birth records and eligibility of players, and attends District Player Agent meetings
- Responds when parents have concerns regarding player's team placement

Player Agent Assistant

- Assists Player Agent with duties
- Advocate for T-ball/Farm players in the league
- Creates T-ball and Farm teams
- Assists President in finding coaches for T-ball & Farm teams

Safety Officer

- Completes annual safety plan for Little League International and ensures safe playing conditions
- Collects volunteer applications and conducts background checks on league volunteers
- Attends Coaching Coordinator meeting and advises coaches on safety standards for the league
- Ensures each team has a first aid kit, and ensures there is a well-stocked first aid kit at the field
- Addresses any safety mishap in the league & conducts periodic safety checks during practices/games. Provides reporting for any safety incidents which may occur

Umpire in Chief

- Coordinator of, and advisor to, the President on the league umpire program
- Recruits and trains league umpires
- Schedules umpires for home games and umpires games as needed
- Evaluates league umpires using established guidelines to maintain program integrity and offer guidance to umpires

Coaching Coordinator

- Conducts annual pre-season coaches meeting to advise on coaching techniques and local ground rules
- Advocate for coaches in the league
- Creates and implements a league-wide training program for coaches at all levels
- Responds when coaches advise of a problem with parents or the leagues field/equipment
- Ensures best utilization of the league's fields by managing the league's practice schedule for all teams

Team Parent Coordinator

- Educates coaches of the Team Parent program.
- Works with coaches to recruit Team Parent
- Conducts annual training meeting to advise Team Parent of their responsibilities
- Assists with Snack Shack training program

Volunteer Coordinator

- Advises team manager & parent of the leagues volunteer requirement
- Recruits/manages/tracks volunteers for fundraising activities, snack shack shifts and field maintenance day. (Signupgenius.com)

Sponsorship/Uniform Coordinator

- Charged with acquiring team/league sponsorships
- Responsible for matching sponsors with teams
- Responsible for placing league uniform order after sponsors have committed to a team
- Orders, assembles, and delivers photo plaques for team sponsors
- Orders jerseys for TOC and All Star teams

Information Coordinator

- Sets up and manages the league's local web site
- Sets up online registration
- Updates important information on digital channels
- Responsible for managing leagues social media (facebook)

Field Maintenance Manager

- Responsible for ensuring the leagues fields are in good order
- Identifies field equipment/material needs and submits a budget proposal to the board
- Orders field equipment/material when budget is approved by the board
- Works with Western Gateway Park personnel when concerns with the field arise, and recruits board members or other volunteers to implement necessary work plans
- Monitors fields and manages when they are open or closed due to weather
- Plans and manages leagues field maintenance day (s)

Equipment Manager

- Takes inventory of baseball equipment and inspects equipment to ensure the safety of our players
- Identifies what is needed for the upcoming season and presents a budget proposal to the league
- Orders equipment once the budget is approved by the board
- Distributes equipment to coaches' pre-season, keeping a record of what was provided to each manager and collects equipment from coaches post-season, checking off the successful return of equipment.

Fundraiser Coordinator

- Creates league fundraising proposals to present to the board for approval
- Plans & conducts league fundraising events
- Works closely with the league Volunteer Coordinator to ensure we have the volunteers needed for the event

Snack Shack Coordinator

- Creates menu for the leagues snack shack and sets pricing for items
- Enters snack shack menu into the square application
- Ensures the snack shack is stocked with the items the league sells
- Creates opening/operating/closing instructions to assist volunteers
- Attends Team Parent meeting to advise on snack shack operations

Snack Shack Coordinator Assistant

- Works closely with the snack shack coordinator to execute duties