

Central Oahu Youth Baseball League

ARTICLE V - DUTIES OF OFFICERS

Section A - President:

The President shall be the chief executive and presiding officer of the League. The President shall when present, preside at all meetings of the Board of Directors and of the general membership; shall appoint committees when and as needed; and shall, in general, perform such duties as are customary for presiding officers. The President shall be empowered to call meetings of the Board of Directors and general membership; shall, subject to the approval of the Board of Directors, sign contracts and make agreements in behalf of the League; sign all payment vouchers drawn on the League treasury and ordered paid by the Board of Directors. To the extent permitted by operational circumstances, the President shall be responsible for initiating all League correspondence; for receiving all correspondence to the League, and for informing members of the Board of Directors of all incoming and outgoing correspondence which falls within the individual area of interest of any member(s) of the Board. The President shall serve as an ex-officio member of all committees except the Nominating Committee. The President will represent the League at the state and national level.

Section B - Vice-President:

The Vice-President shall assume the duties of the President in the latter's absence. The Vice-President shall have the primary responsibility for planning and coordinating all post-season activities sponsored by the League, the annual Opening Day Ceremony, and team-picture taking. The Vice President shall manage Day-to-Day operations of the league. Day-to-Day duties include, but not limited to: a file on seniority points accumulated by all active and inactive managers, coaches, umpires, volunteers, and board members. Inactive members will retain their status on the list for five consecutive calendar years after which their names will be removed, work closely with each player agent, assisting in draft & all-star selections & attending a minimum of 3 Pony Hawaii State Meetings. The Vice-President shall perform such other duties as may be assigned by the President.

Section C - Secretary:

The Secretary shall prepare minutes of all meetings of the Board of Directors and of the general membership and shall maintain a file of such minutes. The secretary shall prepare outgoing correspondence from the League and shall monitor the preparation of correspondence of specialized nature prepared by other members of the Board of Directors. The Secretary shall maintain a master file of all incoming correspondences of general significance to the League. The Secretary shall prepare and disseminate meeting agendas, periodic League bulletins, and such other informational materials as may be directed by the President; shall certify official records of the League; shall maintain a roster of members of the Board of Directors, team managers, coaches, and shall maintain League files and archives. In the absence of the League President and Vice-President, the Secretary shall preside at meetings of the Board of Directors or of the general membership. The Secretary shall also have the responsibility for maintaining files relating to attendance by members of the league Board of Directors at league events. In addition, the Secretary will be responsible for league registrations.

Section D - Treasurer:

The Treasurer shall be in charge of all financial matters concerning the League. The Treasurer shall have custody of all funds, securities, evidence of indebtedness, and other valuable documents, and shall deposit funds and securities in the name of and to the credit of the League as authorized by the Board of Directors. The Treasurer shall maintain the League financial records in accordance with generally accepted accounting principles. In coordination with the Equipment Coordinator, the Treasurer shall develop the League's annual operating budget and shall supervise the execution of that budget. The Treasurer will provide the board with a monthly statement depicting the financial status of the league.

Section E - Player Agent:

The Player Agent shall be responsible for coordinating the annual player registration activities and for verification of player eligibility. The Player Agent shall devise and recommend to the Board, a system of distribution of players among teams in such a manner as to achieve the optimum balance of relative team strength. The Player Agent shall also preside over any committee of the Board of Directors appointed and convened to consider the taking of disciplinary action against any player, coach or parent. The Player Agent shall also serve as a liaison between the coaches and the Board of Directors.

Section F - Fund-raiser Coordinator:

The Fund-raise Coordinator shall be responsible for coordinating all fund-raising activities of the League and ensuring that all players meet their financial responsibility in such activities.

Section G - Umpire Coordinator:

The Umpire Coordinator shall be responsible for ensuring the availability of umpires for the conduct of the League's baseball activities. He shall arrange for paid umpires, coordinate clinics of coaches on the rules of the game, provide each coach with the Official Rules of Baseball, the Rules and Regulations of the League, and a copy each conference's Playing Rules.

Section H - Field Coordinator:

The Field Coordinator shall determine League requirements for practice and game fields; shall obtain the necessary permits and authorizations to utilize such fields; shall ensure that all fields are in safe condition and comply with those specifications established by the League; and shall provide the Upper and Lower Division Managers with field availability schedules for their respective Divisions.

Section I - Uniform Coordinator:

The Uniform Coordinator shall be responsible for the fitting of all players with proper uniforms and the acquisition of uniforms for all teams within the entire League as approved by the Board of Directors. The Uniform Coordinator will be required to furnish three (3) valid quotations or bids and present bids to the board 60 days prior to the start of the upcoming season.

Section J - Equipment Coordinator:

The Equipment Coordinator shall be responsible for the procurement, issuance and collection, maintenance and repair, storage and safeguarding of all baseball equipment owned by the League. The Equipment Coordinator shall recommend to the Board the purchase or other means of acquisition of such equipment; and as authorized by the Board, will purchase such required equipment. The Equipment Manager shall also be responsible for the issuance of such equipment to team managers and for the recovery of such equipment upon completion of the season; for informing the Board of Directors of the liability of a participating member for the loss or willful damage of such equipment. The Equipment Manager shall conduct a complete inventory of all League baseball equipment prior to and following each playing season and for determining the specific dollar value of such equipment.

Section K - Publicity Coordinator:

The Publicity Coordinator shall be responsible for the notification to the public of the various events conducted by the Board. The posting of signs for registration and meeting. The Coordinator will also publish the HandBook, registrations forms, and various information flyers. The Coordinator will attend meetings dealing with field usage.

Section L – Web Master:

The Web Master shall be responsible to upkeep & maintain all announcements & advertisement view on the League Web Site on a monthly basis.