***Sonoma Girls Softball Association - Job Descriptions***

### *President – sgsaprez@gmail.com*

Apart from all other considerations, the president shall exemplify above all – leadership. He or she shall be knowledgeable and experienced. These are the greatest requirements and most exemplary qualifications of the person selected as president of SGSA.

While efficient organizational and administrative abilities are desirable credentials, the search for good leadership must transcend all other attributes in the adult who gives direction to the Softball movement in the local community. Dedication to the goals and purpose of SGSA is inherent in the volunteer aspect of those who serve, but not everyone who serves is gifted with the quality of leadership. *Presidents must reflect these qualities if they are to be of benefit to children.*

The president has many responsibilities in the administration of the league. Each President is elected by, and is accountable to, the local league board of directors.

Beyond the requirements of league administration, the president should personify the best public image in reflection to the community at large. Each president should take an active role in gaining support and winning friends for the league program.

The president presides at league meetings and assumes full responsibility for the operation of the local league. Duties include but are not limited to:

* Oversees overall function of the league
* Makes sure that the financial health of the league remains in good standing
* Works with the treasurer to build financial reports for presentation to the board on a quarterly basis
* Reviews League procedures monthly and ensures that deadlines and administrative needs are being met
* Holds monthly meetings with the rest of the SGSA Board to ensure league needs are being met and other board functions/jobs are being performed
* Process registration through USA and make sure we are insured for the new season
* Make sure our D&O Insurance remains in good standing
* Work with DOJ to keep up with fingerprinting and legal reports of coaches
* Maintain a positive working relationship with other leagues and develop other avenues for our teams to gain experience
* Works with the travel ball program in depth, assisting as needed with the subcommittee and acting as liaison to the SGSA Board along with the head of the travel ball program
	+ Responsible for Securing coaches (board approved) and preparing tryouts for Sonoma Revolution
	+ Coordinates with coaches, Revolution parents, fundraising coordinator, and treasurer to develop a budget for each team
	+ Work with team managers to finalize tournament dates and schedules
	+ Works with the league Treasurer to ensure proper accounting practices

UMPIRE COORDINATION – with President

* Manage umpires for the SGSA season
* Communicate with and maintain a constant and running list of umpires for each division
* Work with the treasurer to ensure the umpires are paid

**Vice President – sgsaviceprez@gmail.com**

* Perform duties of the president or secretary in their absence
* Stays on top of league functions and ensures all coaches are certified and fingerprinted
* Develop and maintain a positive relationship with other leagues
* Work with President to arrange for home and away games with other leagues
* Attend 1 to 2 meetings prior to seasons start to set schedule and determine any rule changes for upcoming season
* Handle any disputes on behalf of SGSA during the season (with President)

### Past President

* Provides guidance, assistance, and advice to current president
* One year term only

### Secretary – sgsasecretary@gmail.com

* Secretary maintains a register of members and directors
* Keeps updated records of League Bylaws
* Records the minutes of board meetings
* Is responsible for sending out notice of meetings and important league updates and reminders
* Maintains a record of league's activities
* Organizes League Pictures

### Treasurer – sgsatreasurer@gmail.com

* The treasurer signs checks
* Dispenses league funds as approved by the board of directors
* Reports on the status of league funds
* Keeps league books and financial records
* Prepares budgets, and assumes the responsibility for all local league finances
* Also responsible for working with our league accountant at tax time
* Works alongside Fundraising Coordinator during Opening Day and other fundraisers

#### Equipment Manager – sgsaequipment@gmail.com

1. PRE-SEASON
	* Inventory existing equipment
	* Repair and/or replace damaged gear
	* Work with President/VP/Player Agent to ensure there is adequate equipment for each team.
		+ Including bats, balls, helmets, catchers gear, fielders mask
	* Work with the rest of the BOD to acquire equipment that will make us a stronger program
2. DURING THE SEASON
	* Work with President/VP/Player Agent to keep up with demand for new or different sized gear
	* Inventory and replenish ball supply as needed
3. POST SEASON
	* Collect equipment from each team. Take final inventory.
	* Manage inventory for post season play:
		+ Uniforms, additional gear as taken from the shed.

#### Web Administrator: sgsaweb@gmail.com

* Manage all aspects of the SGSA web site including:
	+ Posting the league and practice schedule
	+ Posting league information and news as sent by coordinators and league officials
	+ Update for rain outs
	+ Continue to develop the web site to include more accessible information
	+ Posts photos of past events
	+ Requires creativity and ability to provide updates content
* Manage Social Media platforms: Facebook, Instragram, Twitter
	+ Post photos from events
	+ Post reminders and updates

### *Player Agent – sgsaagent@gmail.com*

### Advocates for all players

* PRE-SEASON
	+ Find and secure coaches/assistant coaches for each team with BOD
	+ Present coach list to the board for approval
	+ Communicate with coaches as to upcoming events and pertinent division information
	+ Work with the equipment manager to provide adequate equipment to each team
	+ Manage draft and inform coaches of applicable league rules with head coaches on draft day
	+ Manage skills evaluation
	+ Set up and maintain practice schedule
	+ Report schedule and any changes to Website Administrator
	+ Follow- up with coaches to ensure they have proper credentials (ACE, fingerprinting, etc.)
* DURING THE SEASON
	+ Manage league items as they pertain to this division
		- Manage and resolve any conflicts, reschedules, unforeseen issues as they pertain to this division
		- Work with travel ball coordinator and SGSA board in selecting tournament coaches for the Marin All Star Tournament and the summer softball program
* POST SEASON
	+ Run, Schedule, and coordinate division tournament (8U exception). Work with umpire coordinator and coaches to provide a positive end of season experience.
	+ Assess division for future changes, things that worked, etc.

### Field Manager – 707-

* + Maintain fields prior to, during, and immediately after the SGSA season
	+ Responsible for field prep on Saturday mornings before the games
	+ Responsible for field repair during the season to ensure a safe environment for the teams to play
	+ Field manager may purchase needed supplies upon approval of the board

### Fundraising/Opening Day Coordinator

* + Help secure sponsorships for each team prior to Skill evaluations, along with Treasurer
	+ Collect and organize raffle items for Opening Day
	+ Provide the SGSA board updates as to status of each sponsor
	+ Seek out and/or create additional fundraising opportunities either through grant applications, raffles, or other methods. (Need SGSA Board approval)
	+ Work with the treasurer to track effectiveness of these efforts
	+ Raffle tickets/fundraisers distribution and collection along with Volunteer Coordinator
		- Hit-a-thon
		- Carwash

### Volunteer Coordinator

* + Plan and execute an effective way of getting and maintaining a volunteer force of parents and league officials
	+ Put together/maintain a program that keeps volunteers working in needed areas of our league

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