



May 2023

### **Board Positions – Duties and Responsibilities**

*Thank you for your interest in service with our organization. All Board Members, Officers and Committee Members will be voted in and will remain in their role for 1 year. If you are the only nominee, you may win by default. All committee members and officers must be over 16 years of age. All Board Members must be over 18 and pass a background check for the safety of our players. This is done online and costs approximately \$20. All positions are required to attend monthly board meetings. All Board Members, Officers, and Committee Members are encouraged to collaborate in all volunteer efforts for the good of the organization and must comply with our code of conduct. M.A.S.A. is a non-profit organization, we value your service, and you can receive proof of community service hours worked if requested.*

#### **CODE OF CONDUCT:**

- All members will conduct themselves in a professional manner during MASA events.
- No member can participate while under the influence of drugs or alcohol.
- Language must be constructive and positive. Profanity or abusive language with our players, parents, spectators, coaches, or umpires is not tolerated.
- Conflicts are resolved through our conflict resolution process – contacting the commissioner, then an executive board member if needed. Criminal activity will not be tolerated and will be reported.
- No smoking, vaping, or consuming alcohol on the premises.
- Do your best to model good behavior for our children and to represent our organization to the community.
- Do not defame the league or its processes, even if you identify a problem. This includes social media posts and comments. Please direct your concerns to the board members for resolution.



## **Executive Board –**

*All executive board members have voting rights and may propose agenda items during board meetings. If a decision is deadlocked, Executive Board will make the final decision. Board meeting attendance is required. All board members are required to volunteer as needed for field cleanup, preparation, concessions stand, special events, cleaning, and sanitation.*

### **President**

Community Representation, Director of Operations, Director of Volunteer Activities, Game Schedules, Umpire Selection, Coach Manager, Coach Selection and Eligibility Program, Scholarship Program Manager, All Star Coach Manager, Organizational Leadership, Sponsorship Program Manager, oversee all duties listed below, other duties as required or agreed.

### **Vice President**

Draft Manager, Registration, Assistant Director of Operations, Coach Selection and Eligibility Program, Concession Stand Management, Health and Safety Compliance, Concessions P&L, Inventory and Funding, Verify Background Checks and Compliance, Player Age verification, Scholarship Program Assistant, Assistant All-Star Coach Manager, other duties as required or agreed.

### **Treasurer**

Bookkeeping, Financial Planning/Budgeting, Tax Preparation, Bill Payment, providing financial records to the board, past due collections, Re-imbursements, Checkbook, Bank Deposits, Draft Assistant, Registration Collections, Fundraiser Collections, Scholarship Program Assistant, verify background checks and compliance, insurance, other duties as required or agreed.

### **Secretary**

Document Board Meetings, Meeting Agendas, Registration, Concession Stand Assistant Management, Opening / Closing Ceremonies, Special Events Coordinator, prepare letters, draft documents, submit bylaw changes for board approval, Coaches Agreements, Draft Agreements, Player Agent / Problem Resolution, Social Media Marketing, Volunteer Calendar and Hour Logs, Scholarship Program Assistant, Other duties as required or agreed.

### **Commissioner**

Submit and recommend League Rules and Regulations or changes to the board approval, Coach Selection and Eligibility Program, Coach's training and clinics, Skills Clinics, Problem Resolution, Manage Equipment Officers, Select Team Manager, Player Performance, League Quality Improvement, All Star Team Manager, Assistant All-Star Coach Manager, Other Duties as required or agreed.



## **Board Members:**

*All board members have preliminary voting privileges and may propose agenda items during board meetings. If a decision is deadlocked, the Executive Board will make the final decision. Board meeting attendance is recommended for all board members. All board members are required to volunteer as needed for field cleanup, preparation, concessions stand, special events, cleaning, and sanitation.*

**Team Mom Manager** – Communicate with Team Moms to share vital or time sensitive information, coordinate with Treasurer to ensure fundraisers are collected, Relay Team Mom Concerns to the board, Score Book and Score Keeping Manager – Score Keeping Skill Clinics, Collaborate with Statistics and Rankings Officer, ensure all persons on the fields have a valid background check and the correct credentials, other duties as assigned.

**Umpire In Charge** – Coordinate and manage umpires, negotiate pay scale for umpires, train umpires and ensure compliance to organizational rules and professionalism, other duties as assigned

**Assistant Umpire in Charge** – Assist UIC with all the above while ensuring compliance to organizational rules and professionalism, other duties as assigned

**Concessions & Assistant (2)** – Volunteer in concession stand, stocking, cleaning, set up, create volunteer schedules, inventory, manage volunteers, other duties as assigned.

**Field Maintenance (2)** – Prepare fields for games and practice, identify safety or security concerns, Repairs to grounds or fields as needed, trash pickup or removal as needed, coordinate with the board to relay concerns, repairs, or improvements as needed, other duties as assigned.

**Equipment Manager (2)** – Work closely with the Commissioner to inventory and inspect all equipment. Track equipment that is loaned out, ensure its return, advise if stock is running low, inspect equipment to ensure it can be used safely and effectively, report any issues to the Commissioner.

**Social Media/Marketing/Concessions-** Represent MASA to community businesses to obtain sponsorships in exchange for advertising or non-profit donations. Market MASA to the community for donations and volunteer efforts, place signs and advertisement flyers around the community for registration and special events, work with local schools and Daycares to promote our organization to students. Leverage social media for fundraising and raising awareness about our organization in the community, other duties as assigned. Be part of Concession stand team, rotate schedule to help with concessions



### **Photography & Awards/ Concessions**

Locate photographers for player and team photos, obtain quotes for board approval, offer higher consideration to fundraising photo opportunities, assist on Photo Day to ensure a smooth operation. Obtain quotes for end of season awards and trophies, present quotes to the board, ensure timely delivery and quality, assist in distribution at closing ceremonies. , other duties as assigned. Be part of Concession stand team, rotate schedule to help with concessions

### **Uniform Coordinator – (2)**

Locate uniform vendors, view samples and design styles, collaborate with Coach Managers on styles and types, obtain quotes for board approval, ensure timely delivery and quality, assist during registration events for measuring and trying on uniforms for an accurate order, other duties as assigned.

### **Communications Coordinator/ Concessions Assistant**

Weekly communications to parents via email, notify league of upcoming events, deadlines. announcements, player/team achievement highlighter, other duties as assigned. Be part of Concession stand team, rotate schedule to help with concessions

### **Fundraising Manager/Concessions Assistant**

Coordinate all fundraising efforts in the league and advertise/communicate to the community these efforts. Find raffle items & coordinate each years Future Astros Program qualifications, other duties as assigned. announcements, player/team achievement highlighter, other duties as assigned. Be part of Concession stand team, rotate schedule to help with concessions

### **Committees and Volunteers:**

*Board Meeting attendance is not required EXCEPT to present your bids to the board for approval. MASA does not enter any contract that extends beyond the current season for any vendor or service provider. Committee Members and Volunteers do not have voting privilege but are always welcome to submit proposals or ideas to the board. All board members are required to volunteer as needed for field cleanup, preparation, concessions stand, special events, and cleaning and sanitation.*