

## **Red Deer Minor Baseball Association's Board of Directors primary responsibilities**

### **President**

Provide leadership to Executive and Board  
Represent RDMBA with Baseball Alberta, Other Associations, Media, and External Entities affecting RDMBA  
Coordinate overall operation and vision for RDMBA  
Facilitate meetings of the board  
Assist in conflict resolution  
Signing authority for the association  
Votes only in a tie breaker situation

### **Vice President of Operations**

Facilitate meetings in the President's absence  
Signing authority for the association  
Oversee Administrative and Financial operations of the board  
Provide leadership to the board's Operational Directors  
Voting member

### **Vice President of Baseball Operations**

Oversees the Directors of the T-Ball, Rally Cap, Rookie, Mosquito, Pee Wee, Bantam and Midget Divisions at all levels  
Rep Coach recruitment and selection coordination  
Provides conflict resolution leadership to the Divisional Directors  
Oversee Coach qualification completion  
Voting member

### **General Manager**

Process all player registrations for regular season and camps  
Manages all incoming/outgoing calls, texts and emails for RDMBA  
Liaison between City of Red Deer and RDMBA  
Liaison between Baseball Alberta and RDMBA  
Manages the RDMBA Website  
Manage RDMBA Online Store  
Manages the RDMBA Facebook page  
Attend all City of Red Deer user group meetings on behalf of RDMBA  
Submit all user group applications and insurances to the City of RD on behalf of RDMBA  
Manage all incoming coach applications, coach evaluations and player evaluations  
Summarizes and submits to the board all coach evaluations for both Rec and Rep  
Collect and file all Criminal Record checks  
Tabulate all player evaluation figures for all divisions  
Coordinate all diamond allocation for Rec and Rep  
Register all Rep teams with Baseball Alberta  
Batting cage scheduling  
Manage scheduling of Collicutt hours and coordinate with Programs Director  
Create and submit Collicutt Look n' Book ads  
Paid Position  
Non voting member

### **Treasurer**

Signing authority for the association  
Day to day financial statements, payment of bills and revenue deposits  
Financial Statements  
Budget preparation  
Audit coordination  
Changing of signing authorities on accounts  
Annual return and AGLC reports  
Voting member

### **Secretary**

Minute taking and distributing for the association  
Updating and communicating the Action Log  
Assisting the Registrar with website management  
Voting member

### **Marketing Director / Fundraising Director**

Team and Asset Sponsorship  
Team Photos  
Advertising  
Media Relations  
Casino Organizer  
Annual Fundraising Raffle  
Grant application assistance  
Voting member

### **Asset/Facilities Director**

Uniform coordination  
Equipment purchasing and coordination  
Maintenance Committee Coordinator  
Port-a-potty facilitator  
Voting member

### **Programs Director**

Off Season Camp coordination  
NCCP Clinic coordination  
Coach Development coordination  
Player Evaluation coordinator  
Voting member

### **Umpire Coordinator**

Umpire coordination  
Umpire Clinic coordination  
Voting member

### **T-Ball Director**

Select Coaches

Create teams / schedule and submit to board administration

Organize T-Ball year end event

Equipment coordination

Voting member

### **Rally Cap Director**

Select Coaches

Create teams / schedule and submit to board administration

Organize Rally Cap year end event

Equipment coordination

Voting member

### **Rookie Director**

Select Coaches

Create teams / schedule and submit to board administration

Organize Rookie year end event

Equipment coordination

Voting member

### **Mosquito Division Director**

Select Coaches for Mosquito "A" teams

Create Mosquito "A" teams / scheduling and submit to board administration

Organize Mosquito "A" year-end event

Equipment coordination

Organize Mosquito "A" Evaluations

Support Mosquito coaches at both "A" and "AA" levels

Voting member

### **Pee Wee Division Director**

Select Coaches for Pee Wee "A" teams

Create Pee Wee "A" teams submit to board administration and CABL

Organize Pee Wee "A" year-end event

Equipment coordination

Organize Pee Wee "A" Evaluations

Support Pee Wee coaches at "A", "AA" and "AAA" levels

Voting member

### **Bantam/Midget Division Director**

Select Coaches for Bantam "A" teams

Create Bantam "A" teams submit to board administration and CABL

Organize Bantam "A" year-end event

Equipment coordination

Organize Bantam "A" Evaluations

Support Bantam coaches at "A", "AA" and "AAA" levels

Voting member

**Sub Committee for the purpose of Facility Maintenance**  
**Non board members**  
**Provide field and facility maintenance as required**  
**Report to Asset/Facilities Director**

**Notes**

- 1. The preference is to have positions filled based on a 2 year term to maintain continuity in the association.**
- 2. The General Manager is a paid position compensated by RDMBA and does not have voting, nominating or motion making privileges.**
- 3. The President of RDMBA will only cast a vote in the event of a tie breaker situation.**
- 4. There will need to be a number of volunteers aligned with director positions to fulfill the annual workload requirements of the association. This will contribute to the success of RDMBA.**