

2020 Leduc Baseball Association

Board of Director Roles

President

- The President shall be ex-officio a member of all Committees.
- Chair meetings of the association and of the Board.
- The president shall oversee and supervise the affairs of the association
- The President shall be the voice of the association or appoint a member to represent the association when called upon to do so.
- Adhere to the LBA Code of Conduct
- Ensure The Board of Directors follows the bylaws and policies of The Association.
- Ensure all committees are active and have adequate volunteer support.
- Ensure The Association operates in a cost efficient and cost effective manner.
- Mentor the Vice-President Vice-President
- Perform any other tasks as requested by the board.

Vice-President

- Attend all board meetings.
- In the presidents absence, chairs board meetings
- Support the President in the day-to-day operation of the association
- In the event that the President is removed or steps down the Vice President shall assume the role of President until an election of Executive for The Association can be completed.
- Provide guidance and direction to the board with regards to policies, procedures and bylaws.
- Adhere to the LBA Code of Conduct
- Performs any other duties as assigned by the President or by the board.

Secretary

- Attend all board meetings.
- Adhere to the LBA Code of Conduct
- Keep the correspondence and minutes of every meeting.
- Act as a recorder at each meeting and ensure that the minutes accurately reflect the directions agreed to at each meeting of the LBA
- Ensure that minutes, correspondence, records and other association documents are properly maintained and ensure that all relevant documents (as per legislation) are available to the membership, for a period of seven (7) years
- Maintain a dated record of all the Members of the LBA who have knowingly provided their contact information, in compliance with PIPA
- Books meeting rooms for LBA business as required.
- Maintain the bylaws and policy manuals.
- Ensures all notices are duly given in accordance with the provisions of the bylaws or as required by law.
- Take care of all correspondence to businesses, associations, public bodies and individuals when possible.
- Performs any other duties as assigned by the President or by the board.

Treasurer

- Attend all board meetings.
- Adhere to the LBA Code of Conduct
- Review and update the executive board on all account balances.
- Prepare LBA financial reports.
- Submit all gaming reports to Alberta Gaming.
- Ensure all financial reports of the association are audited as stated in the bylaws.
- Performs any other duties as assigned by the President or by the board.

- Procurement Director:

- Attend board meetings.
- Prepares and submits annual budget for equipment, uniforms and supplies as needed to the Board for approval.
- Review and maintains the equipment inventory.
- Adhere to the LBA Code of Conduct
- Maintains and organizes equipment needs for the Association
- Any other duties as assigned by the President or by the Board.

Marketing & Sponsorship Director:

- Attend board meetings.
- In general, supports LBA in its efforts to provide an economical baseball program that will benefit all players.
- Adhere to the LBA Code of Conduct
- Communicating with the Treasurer in regards to financial matters.
- Coordinates or directs any other fundraising event undertaken by The Association.
- Seeks, obtains and prepares grant enquiries & applications.
- Any other duties as assigned by the President or by the Board.

Coaching & Risk Management Director:

- Attend all board meetings.
- Adhere to the LBA Code of Conduct
- Oversee the selection, mentorship and retention of coaches at all levels with LBA according to the policies of the association. Further to Chair the Coach Selection committee Coordinates reports, and requests in regards to Risk Management for the association
- Prepare Emergency Report Plans for LBA.
- Any other duties as assigned by the President or by the Board.

Communications Director:

- Attend board meetings.
- Adhere to the LBA Code of Conduct
- Maintains the association website and social media accounts
- Coordinates the distribution of communication in regards to issues and events, at the decision of the board.
- Any other duties as assigned by the President or by the Board.

Facility Scheduling Director:

- Attend board meetings.
- Adhere to the LBA Code of Conduct
- Coordinate and schedule all necessary playing areas as directed by the LBA
- Any other duties as assigned by the President or by the Board

Competitive Program Director:

- Attend board meetings.
- Adhere to the LBA Code of Conduct
- Member of the Coach Selection committee
- Chair and coordinate evaluation and tryouts for the LBA competitive program
- Liaison of Competitive Program
- Any other duties as assigned by the President or by the Board

Junior Recreational Program Director: (Intro to baseball, Rally cap, Rookie and Mosquito programs)

- Attend board all meetings.
- Appoint level coordinators and provide mentorship
- Member of the Recreational Coach selection committee
- Assist with player and team evaluations
- Adhere to the LBA Code of Conduct
- Any other duties as assigned by the President or by the Board

Senior Recreational Program Director: (Peewee, Bantam and Midget programs)

- Attend all board meetings.
- Director will appoint level coordinators and provide mentorship
- Member of the Recreational Coach selection committee
- Assist with player and team evaluations to ensure evenly skill team placements
- Adhere to the LBA Code of Conduct
- Any other duties as assigned by the President or by the Board

Junior Competitive Program Director: (Mosquito and Pee Wee)Female Sport Director

- Attend all board meetings.
- Member of the Competitive Coach selection committee Coordinate and promote female athletes in the Leduc Baseball Association
- Assist with player evaluations, tryouts and selections
- Adhere to the LBA Code of Conduct
- Any other duties as assigned by the President or by the Board

Senior Competitive Program Director: (Bantam and Midget)

- Attend board meetings.
- Member of the Competitive Coach selection committee
- Assist with player evaluations, tryouts and selections
- Adhere to the LBA Code of Conduct

- Any other duties as assigned by the President or by the Board

Registrar

- Attend board meetings.
- Adhere to the LBA Code of Conduct
- Coordinate registration platforms for LBA, including but not limited to online and in person registrations
- Any other duties as assigned by the President or by the Board

All other roles and duties as appointed by the Board of Directors shall:

- Attend board meetings as required.
- Adhere to the LBA Code of Conduct
- Adhere to duty roles in LBA policy
- Any other duties as assigned by the President or by the Board

Other items of note about being on the LBA board

- All members of the elected board and appointed positions are expected to conduct their duties such as to promote good business practices.
- No LBA voting board member shall receive any remuneration for their volunteer services as it relates to their LBA position and duties relating to that position.

Term of Office

All board members are to be elected at the Annual General Meeting for a term of one (1) year. A term is defined as the end of an AGM to the conclusion of the following AGM.