

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

### **President**

Provides leadership to executive and board in its entirety  
Facilitates all meetings of the board  
Upholds the policies approved by the RDMBA Board of Directors  
Signing authority for the association  
Votes only in a tie breaker situation

### **Vice President of Operations**

Provide leadership to the board's Operational Directors  
Facilitate meetings in the President's absence  
Oversee Administrative and Financial operations of the board  
Assist the General Manager with Coach Interviews in the absence of a conflict of interest  
Signing authority for the association  
Voting member

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

Provides leadership to the board's Divisional Directors  
Provides leadership to the Program Director for evaluation process  
Assist the General Manager with Coach Interviews in the absence of a conflict of interest  
Voting member

### **General Manager (Board Member) / Office Manager (Non Board Member)**

Coordinate overall operation and vision of RDMBA  
Process all player registrations for regular season and Off-Season Development  
Manages all incoming/outgoing calls, texts and emails for RDMBA  
Coordinates Team Photos  
Liaison between City of Red Deer and RDMBA  
Liaison between Baseball Alberta and RDMBA  
Booking of all meeting facilities  
Manages the RDMBA Website  
Manages RDMBA Online Store  
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  
Collect and file all Criminal Record checks  
Tabulate all tryout data for all divisions  
Coordinate all diamond allocation for Rec and Rep, including Great Chief Park  
Register all Rep teams with Baseball Alberta  
Register AAA and AA1 teams in selected tourneys  
Batting cage scheduling  
Manage scheduling of all rented facilities, and coordinate with Programs Director  
Paid Positions  
Non voting members

### **Treasurer**

Signing authority for the association  
Delegate bookkeeping duties to Office Manager  
Financial Statements and Budget Preparation  
Coordination with associations accounting professionals

Changing of signing authorities on accounts  
Grant Application submission  
Annual return and AGLC reports  
Voting member

**Secretary**

Minute taking and distributing for the association  
Updating and communicating the Action Log  
Voting member

**Marketing Director / Fundraising Director**

Team and Asset Sponsorship  
Team Photos distribution to sponsors  
Advertising  
Media Relations  
Casino Coordinator  
Annual Fundraising Raffle  
Grant application assistance  
Voting member

**Asset Director**

Uniform coordination  
Equipment/asset purchasing and coordination  
Asset inventory control  
Voting member

**Facilities Director**

Maintenance Committee Coordination  
Supervision of step student(s)  
Port-a-potty facilitator  
Complete or facilitate the completion of all maintenance and/or repairs to all exclusive use diamonds, dugouts, fences etc...  
Voting member

**Programs Director**

Off-Season Development coordination  
NCCP Clinic coordination  
Coach Development coordination along with the VP of Baseball Operations  
Assist the General Manager and VP of Baseball Operations with the Player Evaluation document  
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**

**Can be made up of both Board Members and Non-Board Members**

**Provide field and facility maintenance as required**

**Report to the Facilities Director**

### **Sub Committee for the purpose of Fundraisers**

**Can be made up of both Board Members and Non-Board Members**

**Assist in organizing and volunteering for RDMBA fundraising events**

### **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 Office Manager is a paid position for the purpose of assisting the General Manager with administrative duties as well as bookkeeping responsibilities for the association. The office manager is not a RDMBA board member and therefore does not have voting privileges.**
- 3. The President of RDMBA will only cast a vote in the event of a tie breaker situation.**