

## **Red Deer Minor Baseball Association's Board of Director's 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
- Assist the General Manager with Coach Interviews in the absence of a conflict of interest
- Signing authority for the association
- Votes only in a tie breaker situation

### **Vice President of Operations**

- Executive member
- 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**

- Executive member
- 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)**

- Executive member (General Manager)
- Coordinate overall operations and visions of RDMBA
- Manage committee to address policy and procedures for RDMBA
- City of Red Deer and RDMBA Liaison
- Baseball Alberta and RDMBA Liaison
- Manages the RDMBA website, email, online store and player photos
- Process all player registrations for regular season and Off-Season Development
- Tabulate data for evaluations at all divisions / Coordinates roster approval committee
- Coordinates disciplinary committee
- Manage all player transfer requests
- Booking / Coordination of all meeting spaces, indoor evaluations and diamond allocation for both Rec and Rep, including Great Chief Park
- Manage additional diamond requests and batting cage scheduling
- Submit all user group applications and insurances to the City of Red Deer
- Manage all incoming coach applications, coach evaluations and player evaluations
- Manage all initial coach interviews as well as end of season, coach exiting interviews
- Collect and file all Criminal Record checks
- Registration of all Rep teams / ensure proper roster submission to Baseball Alberta
- 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  
Manage RDMBA social media platforms  
Casino coordinator  
Annual fundraising raffle  
Grant application assistance  
Voting member

### **Asset Director**

Uniform coordination  
Equipment/asset purchasing and coordination  
Asset inventory control and distribution to equipment boxes  
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 coordination of player evaluations  
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  
Provide support to T-Ball coaches  
Equipment coordination  
Voting member

### **Rally Cap Director**

Select Coaches  
Create teams / schedule and submit to board administration  
Organize Rally Cap year end event  
Provide support to Rally Cap coaches  
Equipment coordination  
Voting member

### **9U Director**

Select Coaches  
Create teams / schedule and submit to board administration  
Organize 9U year end event  
Provide support to 9U coaches  
Equipment coordination  
Voting member

### **11U Division Director**

Assist the General Manager in coach interviews/exiting interviews for your division  
Select Coaches for 11U "A" teams  
Organize 11U "A" Evaluations  
Create 11U "A" teams / scheduling and submit to board administration  
Organize 11U "A" year-end event within the budget provided  
Equipment coordination  
Support 11U coaches at both "A" and "AA" levels  
Voting member

### **13U Division Director**

Assist the General Manager in coach interviews/exiting interviews for your division  
Select Coaches for 13U "A" teams  
Organize 13U "A" Evaluations  
Create 13U "A" teams submit to board administration and CABL  
Organize 13U "A" year-end event within the budget provided  
Equipment coordination  
Support 13U coaches at "A", "AA" and "AAA" levels  
Voting member

### **15U/18U Division Director**

Assist the General Manager in coach interviews/exiting interviews for your division  
Select Coaches for 15U and 18U "A" teams  
Organize 15U, and if required 18U "A" Evaluations  
Create 15U / 18U "A" teams submit to board administration and CABL  
Organize 15U / 18U "A" year-end event within the budget provided  
Equipment coordination

**Support 15U / 18U 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 for board member positions to be occupied for 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.**