

Red Deer Minor Baseball Association's Board of Director's primary responsibilities

President

Executive member

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, visions, policies and procedures of RDMBA

City of Red Deer and RDMBA Liaison

Baseball Alberta and RDMBA Liaison

Assist with grant application submissions

Manages the RDMBA website, email and social media platforms

Process all player registrations / refunds

Tabulate evaluation data at all divisions / Coordinates roster approval committee (General Manager)

Coordinates disciplinary committee (General Manager)

Manage all player transfer requests (General Manager)

Booking / Coordination of all diamond allocation including Great Chief Park

Submit all user group applications and insurances to the City of Red Deer

Manage all incoming coach applications, coach evaluations and player evaluations (General Manager)

Manage all coach interviews as well as end of season, coach exiting interviews (General Manager)

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
Coordinate bookkeeping with Office Manager
Financial Statements and Budget Preparation
Coordination with associations accounting professionals
Changing of signing authorities on accounts
Assist with Grant Application submission and casino coordination
Annual return and AGLC reports
Voting member

Secretary

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

Marketing Director / Fundraising Director

Team and Asset Sponsorship
Team Photos distribution to sponsors
Advertising
Casino coordination
Coordinate annual fundraising raffle
Voting member

Asset Director

Uniform coordination
Equipment/asset purchasing and coordination
Asset inventory control and distribution to diamond equipment lockboxes
Voting member

Facilities Director

Maintenance Committee Coordination
Supervision of summer worker(s)
Portable washroom facilitator
Complete or facilitate the completion of all maintenance and/or repairs to all exclusive use diamonds, dugouts, fences etc...
Voting member

Programs Director

NCCP Clinic coordination and operation
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 for RDMBA, providing assistance to Baseball Alberta when requested
Umpire Clinic coordination
Manage umpire schedules and submit game delegations for umpires payments
Voting member

T-Ball Director

Select Parent Leaders for your division
Create teams / schedule and submit to board administration
Provide support to T-Ball coaches
Equipment coordination including distribution and collection
Voting member

Rally Cap Director

Select Parent Leaders for your division
Create teams / schedule and submit to board administration
Organize Rally Cap year end event
Provide support to Rally Cap coaches
Equipment coordination including distribution and collection
Voting member

9U Director

Select Coaches for your division
Create teams / schedule and submit to board administration
Organize 9U year end event
Provide support to 9U coaches
Equipment coordination including distribution and collection
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 / assist in 11U 'AA' evaluations
Create 11U 'A' teams / scheduling and submit to board administration
Organize 11U 'A' year-end event within the budget provided
Equipment coordination including distribution and collection
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 / assist in 13U 'AA' and 'AAA' evaluations
Create 13U 'A' teams submit to board administration
Organize 13U 'A' year-end event within the budget provided
Equipment coordination including distribution and collection
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 / assist in 15U and 18U 'AA' / "AAA" 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 including distribution and collection

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
Assist Facilities Director with 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.