

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 along with the General Manager
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

Oversee and provide support to the Directors of the T-Ball, Rally Cap, Rookie, Mosquito, Pee Wee, Bantam and Midget Divisions of all levels
Rep Coach recruitment and selection coordination
Provides conflict resolution leadership to the Divisional Directors
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 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
Booking of all meeting facilities
Manages the RDMBA Website
Manages 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
Collect and file all Criminal Record checks
Tabulate all tryout figures for all divisions
Coordinate all diamond allocation for Rec and Rep
Register all Rep teams with Baseball Alberta
Register AAA and AA1 teams in selected tourneys
Batting cage scheduling
Manage scheduling of Collicutt hours and coordinate with Programs Director
Paid Position
Non voting member

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
Advertising
Media Relations
Casino Organizer
Annual Fundraising Raffle
Grant application assistance
Voting member

Asset Director

Uniform coordination
Equipment/asset purchasing and coordination
Voting member

Facilities Director

Maintenance Committee Coordination
Supervision of step student
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

Winter 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

9U Director

Select Coaches

Create teams / schedule and submit to board administration

Organize Rookie year end event

Equipment coordination

Voting member

11U 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

13U 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

15U / 18U 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

Sub Committee for the purpose of Fundraisers

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.**