

Executive and Board Positions Descriptions

President

Position Type: Executive

Reports To: Board

Works with: The Board

Term: 2 Season (renewable)

Role Purpose:

Provide strategic leadership, governance oversight, and operational coordination for Vermilion Minor Ball Association (VMBA), ensuring a safe, respectful, and well-organized minor ball program aligned with provincial governing bodies.

Key Responsibilities:

- Oversee the day-to-day operations of VMBA, ensuring activities align with approved bylaws, policies, and Board decisions
- Work collaboratively with the Board of Directors to uphold the safety, well-being, and inclusion of all players, members, volunteers, and officials
- Serve as the primary representative of VMBA with:
 - League partners
 - Softball Alberta and Baseball Alberta
 - Town of Vermilion and Recreation Board
- Act as the principal liaison between the Board and VMBA membership, ensuring clear, consistent, and professional communication
- Chair Board meetings and the Annual General Meeting (AGM)
- Support and guide Directors and Coordinators in fulfilling their roles
- Ensure effective umpire scheduling for league play, VMBA-hosted tournaments (including the Brian Poon Tournament), and any additional events requiring officials
- Ensure VMBA policies, codes of conduct, and discipline procedures are applied consistently and fairly
- Address urgent operational or safety matters between Board meetings, reporting actions taken to the Board in a timely manner

Authority & Accountability

- Operates within the authority granted by VMBA bylaws and Board resolutions
- Does not act unilaterally outside approved policy or budget
- Reports to the Board of Directors and VMBA membership

Vice President

Position Type: Executive

Reports To: The Board

Works with: The Board

Term: 2 Season (renewable)

Role Purpose

Support the President in the leadership and governance of Vermilion Minor Ball Association (VMBA) while ensuring continuity, accountability, and adherence to Board-approved policies and procedures.

Key Responsibilities

- Support and assist the President in the day-to-day leadership and operations of VMBA
 - Assume the duties of the President in their absence, ensuring continuity of governance and decision-making
 - Work collaboratively with the Executive and Board of Directors to uphold the safety, well-being, and inclusion of all players, members, volunteers, and officials
 - Support the enforcement of VMBA bylaws, policies, codes of conduct, and discipline procedures
 - Participate in meetings with league partners, provincial associations, or municipal partners when delegated by the President
 - Act as neutral support for Board members, coaches, and volunteers in resolving operational issues before escalation
 - Assist with strategic planning, policy development, and annual goal setting
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Authority & Accountability

- Exercises authority only when acting on behalf of or delegated by the President or Board
- Does not override Board decisions or policies
- Reports to the President and Board of Directors
- Subject to Board review or removal in accordance with VMBA bylaws

Secretary

Position Type: Executive

Reports To: Board

Works with: Everyone

Term: 2 Season (renewable)

Role Purpose:

Ensure effective governance through accurate records, transparent communication, and consistent oversight of VMBA's official communications.

Key Responsibilities

- Record, maintain, and distribute accurate minutes for all Board meetings and the AGM
- Prepare and circulate meeting agendas in collaboration with the President
- Maintain official VMBA records, policies, and governance documents
- Oversee VMBA's official communication channels, including the association Facebook page
- Establish and enforce communication standards to ensure messaging is:
 - Neutral
 - Respectful
 - Consistent with VMBA values and policies
- Coordinate with Volunteer Coordinators, Tournament Coordinators, and other designated contributors to collect content for posting
- Ensure all public-facing communication aligns with VMBA bylaws, codes of conduct, and Board decisions
- Act as a central point for distributing official notices to members

Authority & Accountability

- Does not independently publish content that contradicts Board decisions or policy
- Has authority to approve, schedule, or decline content submissions that do not meet VMBA standards
- Reports to the President and Board of Directors

Treasurer

Position Type: Executive

Reports To: Board

Works with: Everyone

Term: 2 Season (renewable)

Role Purpose

Provide responsible financial stewardship for Vermilion Minor Ball Association through accurate accounting, transparency, and compliance with Board-approved budgets and policies.

Key Responsibilities

- Manage all financial transactions of VMBA, including deposits, payments, and reimbursements
 - Maintain accurate and up-to-date financial records
 - Ensure timely payment of:
 - Vendors
 - Officials and umpires
 - Approved reimbursements
 - Prepare and present financial reports to the Board on a regular basis
 - Provide a complete financial statement for the AGM
 - Issue receipts for:
 - Player registrations
 - Sponsorships
 - Vendors and fundraising
 - Work collaboratively with:
 - Fundraising Coordinator
 - Concession Coordinator
 - Tournament Coordinators
 - Volunteer Coordinator (Bond Cheques)
 - Ensure funds are used only for Board-approved purposes and within approved budgets
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Authority & Accountability

- Does not approve spending outside of Board-approved budgets
- Has authority to flag financial risks or irregularities to the Board immediately
- Reports to the Board of Directors and VMBA membership

Equipment Director

Position Type: Executive

Reports To: President

Works with: Everyone

Term: 2 Season (renewable)

Role Purpose:

Oversee VMBA equipment, and concession operations to ensure safe, functional, and well-maintained environments for all players, officials, volunteers, and visiting teams.

Key Responsibilities

Facilities Oversight

- Oversee the condition, readiness, and use of:
 - Ball diamonds
 - Dugouts and storage sheds
 - Equipment rooms and concession areas
 - Works with the Field Coordinator
 - Act as VMBA's operational liaison with the Town of Vermilion and Recreation Board regarding field access, storage, and facility needs
 - Identify maintenance issues and coordinate repairs or replacements within Board-approved budgets
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Equipment Management

- Manage all VMBA-owned equipment and jerseys
 - Coordinate pre-season equipment and jersey distribution with the Jersey Coordinator
 - Maintain accurate equipment inventories by division and team
 - Ensure equipment meets safety standards and is removed from use if damaged or unsafe
 - Coordinate end-of-season collection, inspection, and storage with the Jersey Coordinator
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Concession Operations

- Oversee concession setup, supplies, and equipment (BBQs, propane, storage)
 - Coordinate with the Concession Coordinator to ensure:
 - Fridges, sink and BBQ are in working condition
 - Ensure concession facilities are returned to required condition at season end
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Coordination & Support

- Work collaboratively with:
 - Tournament Coordinators (Baseball & Softball)
 - Volunteer Coordinators
 - Treasurer (budgeting and purchasing)
 - Jersey Coordinator
 - Report facility or safety concerns immediately to the Executive and/or Town of Vermilion
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Authority & Accountability

- May make operational decisions related to facilities, equipment, and concessions within approved policy and budget
 - Does not independently approve major purchases or facility changes without Board approval
 - Reports to the Board of Directors and Executive
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Time Commitment

Seasonal, with peak workload:

- Pre-season setup
- Tournament weekends
- End-of-season wrap-up

Director of Baseball Operations

Position Type: Executive

Reports To: Executive

VERMILION MINOR BALL ASSOCIATION

Works with: Executive, Baseball Coaches, Baseball Managers, Facilities, Umpires, Baseball Tournament Coordinator
Term: 2 Season (renewable)

Role Purpose

Oversee all baseball-specific programming and operations for Vermilion Minor Ball Association (VMBA), ensuring compliance, consistency, and a positive experience aligned with provincial and league standards.

Key Responsibilities

- Serve as VMBA's primary liaison with:
 - Baseball Alberta
 - Baseball leagues and partner associations
 - Support baseball coaches and team managers through guidance, coordination, and issue resolution
 - Oversee baseball scheduling, rosters, and compliance requirements
 - Ensure baseball programming follows VMBA policies, codes of conduct, and provincial standards
 - Report baseball-related updates, concerns, and issues to the Executive and Board of Directors
 - Participate in discipline processes assigned by the Executive, in accordance with VMBA's Discipline Policy
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Conflict of Interest & Eligibility

- Shall not serve as a Head Coach or Assistant Coach within VMBA during their term
 - If the only member to come forward is a coach and is the only option – the executive can vote to approve application**
 - Must remain neutral and free from team-level decision-making or favoritism
 - Must declare and recuse themselves from any matter where a perceived conflict exists
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Authority & Accountability

- Does not override Board decisions or governance policies
- Operates within authority granted by VMBA bylaws and Board resolutions
- Reports to the President and Board of Directors

Baseball Tournament Coordinator – ****NEW****

Position Type: Board member

Reports To: Executive – Baseball Director

VERMILION MINOR BALL ASSOCIATION

Works with: Baseball Directors, Facilities, Umpires, Team Managers, Volunteer Coordinators, Concession Manager
Term: 1 Season (renewable)

Role Purpose

To plan, coordinate, and execute all VMBA-hosted tournaments, ensuring compliance with Baseball Alberta and Softball Alberta rules and a positive tournament experience.

Key Responsibilities

- Plan and oversee all VMBA-hosted tournaments
 - 1st annual home baseball tournament – May 22nd to 24th 2026
 - League Finals – if hosting
 - Provincials – If hosting
- Liaise with Baseball Alberta, Softball Alberta leagues, and visiting teams
- Coordinate tournament schedules, diamonds, and facilities
- Coordinate umpire scheduling with appropriate officials
- Work collaboratively with:
 - Concession Coordinator
 - Volunteer Coordinator
 - Facilities Director
- Ensure tournament rules and formats align with Baseball Alberta and Softball Alberta
- Communicate schedules, expectations, and updates clearly

Softball Tournament Coordinator –

Position Type: Board member

Reports To: Executive

VERMILION MINOR BALL ASSOCIATION

Works with: Executive, Facilities, Umpires, Team Managers, Volunteer Coordinators, Concession Manager

Term: 1 Season (renewable)

Role Purpose

To plan, coordinate, and execute all VMBA-hosted tournaments, ensuring compliance with Softball Alberta rules and a positive tournament experience.

Key Responsibilities

- Plan and oversee all VMBA-hosted tournaments
 - Brian Poon
 - Cross over tournaments
 - League Finals – if hosting
 - Provincials – If hosting
- Liaise with Softball Alberta leagues, and visiting teams
- Coordinate tournament schedules, diamonds, and facilities
- Coordinate umpire scheduling with appropriate officials
- Work collaboratively with:
 - Concession Coordinator
 - Volunteer Coordinator
 - Facilities Director
- Ensure tournament rules and formats align with Softball Alberta
- Communicate schedules, expectations, and updates clearly

Jersey Coordinator –

Position Type: Board Member

Reports To: Equipment and Facilities Director

VERMILION MINOR BALL ASSOCIATION

Works with: Registrar, Team Managers, Coaches, Fundraising Coordinator, Volunteer Coordinator

Term: 1 Season (renewable)

Role Purpose

To manage all VMBA team jerseys, ensuring accurate tracking, distribution, collection, and maintenance of jerseys for the season. Work with the Equipment and Facilities Director to organize pick up nights

Key Responsibilities

• Oversee all jersey inventory for VMBA

- Maintain an up-to-date inventory of all jerseys by division
- Track sizes, numbers, condition, and replacements needed

• Manage Jersey Process

- Maintain a season-long jersey bond checklist for all families
- Ensure all jerseys are returned clean and in good condition at season end
- Work with Treasurer if a damage fee needs to be collected due to jersey damage

• Coordinate Distribution & Collection

- Organize jersey pick-up days with Team Managers
- Ensure each team receives the correct number, sizes, and numbers
- Organize year-end collection and inspect jerseys for wear or damages
- Bring jerseys to Sammy's Dry Cleaners to be professional cleaned

• Work With Team Managers & Coaches

- Provide clear instructions for jersey care and expectations
- Maintain open communication for lost, damaged, or wrongly-sized jerseys
- Support any mid-season replacements or exchanges if required

• Support Branding & Consistency

- Work with Executive on any new jersey orders
- Ensure VMBA branding remains consistent across divisions
- Track inventory to plan future ordering needs

• Reporting & Documentation

- Provide a season-end report on jersey condition and inventory
- Submit recommendations for next season's jersey needs and budget

Field Coordinator

Position Type: Board Member

Reports To: Facilities Director & Executive

VERMILION MINOR BALL ASSOCIATION

Works with: Facilities Director, Coaches, Team Managers, Umpires, Tournament Coordinators
Term: 1 Season (renewable)

Role Purpose

To ensure all VMBA diamonds and field spaces are game-ready, safe, and properly maintained throughout the season, supporting smooth operations for practices, games, and tournaments.

Key Responsibilities

• Oversee Daily Diamond Readiness

- Ensure fields are prepped and safe before league games and practices
- Work with Facilities Director to schedule regular maintenance
- Monitor weather impacts and field conditions

• Coordinate Field Set-Up & Equipment

- Ensure bases, pitching rubbers, home plates, scoreboards, and field equipment are in working order
- Organize and track field equipment across diamonds
- Ensure each diamond has adequate chalk, rakes, drags, and cleaning tools

• Support Game & Tournament Operations

- Work with Tournament Coordinator to prep diamonds before and during events
- Coordinate additional field maintenance needs for Provincials, Brian Poon, or hosted league finals
- Communicate field closures or safety concerns to managers and Executive

• Work With Coaches & Managers

- Provide clear expectations for post-practice and post-game field clean-up
- Respond to reports of damaged or missing field equipment
- Assist with layout or measurements for divisions needing specialized field set-ups

• Safety & Compliance

- Ensure all diamonds meet Softball Alberta safety standards
- Address hazards (holes, debris, damaged fencing, etc.) promptly
- Report major repairs or upgrades needed to the Executive/Facilities Director

Fundraising Coordinator

Position Type: Board Member

Reports To: Executive

Works with: Treasurer, Registrar, Tournament Coordinators, Team Managers
Term: 1 Season (renewable)

Role Purpose

To plan, coordinate, and oversee all VMBA fundraising activities, ensuring financial support for association programming, equipment, and player development while promoting community engagement.

Key Responsibilities

• Lead and Organize All VMBA Fundraising Initiatives

- Annual VMBA Raffle (included in registration fees)
- Additional ticket sales and top-up fundraising
- 50/50 draws at Brian Poon Tournament and home baseball tournament
- 50/50 at hosted tournaments or league finals
- Support team-led fundraising efforts when needed

• Work With Treasurer & Registrar

- Confirm raffle revenue received through registration
- Track all fundraising dollars by event or initiative
- Submit deposits and reconcile fundraising cash/e-transfers
- Communicate financial outcomes to Executive

• Coordinate Volunteer Needs for Fundraisers

- Work with Volunteer Coordinator to schedule workers for raffles, 50/50, or special fundraisers
- Provide clear instructions for volunteer roles
- Ensure all fundraising stations are staffed at tournaments

• Promote Fundraising Activities

- Work with Tournament Coordinators and team managers to advertise raffles, 50/50s, and community events
- Support simple social media write-ups (if needed – marketing not required)
- Ensure all fundraising complies with AGLC rules

• Track Fundraising Supplies & Equipment

- Ensure raffle books, cash boxes, banners, and signage are available
- Maintain inventory and request replenishment as needed
- Prepare fundraising equipment for tournaments

• Reporting & Documentation

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- Maintain detailed records of all fundraising activities
- Provide an end-of-season report summarizing totals, effectiveness, and recommendations
- Suggest new fundraising opportunities for future seasons

Concession Manager

Position Type: Board Member

Reports To: Executives

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Works with: Treasurer, Facilities Director, Volunteer Coordinator, Tournament Coordinators
Term: 2 Season (renewable)

Role Purpose

To oversee the operation, staffing, inventory, and financial tracking of the VMBA concession, ensuring a clean, efficient, and welcoming environment for families, teams, and visitors during the ball season.

Key Responsibilities

- **Oversee All Concession Operations**
 - Manage day-to-day concession activities during games and tournaments
 - Ensure consistent, friendly customer service
 - Maintain cleanliness and compliance with public health regulations
- **Inventory Management**
 - Track stock levels for food, beverages, and supplies
 - Coordinate ordering and delivery of new inventory
 - Work with Treasurer to stay within budget and manage receipts
 - Monitor equipment (coolers, freezers, grills, appliances) and report needed repairs
- **Scheduling & Volunteer Coordination**
 - Work with Volunteer Coordinator to schedule workers for concession shifts
 - Provide clear expectations and simple instructions for shift workers
 - Ensure volunteer checks are completed and tracked for bond fulfillment
- **Support Tournament Operations**
 - Collaborate with Tournament Coordinator to prepare concession for:
 - Brian Poon Tournament
 - Provincials (if hosting)
 - League Finals (if hosting)
 - Confirm extended hours, extra volunteers, and additional inventory for tournament weekends
- **Cash Handling & Financial Reporting**
 - Oversee cash floats, e-transfer tracking
 - Submit revenues to the Treasurer promptly
 - Keep a daily log of sales, expenses, and inventory usage
- **Health & Safety Compliance**
 - Ensure concession meets Alberta Health Services food handling guidelines
 - Maintain proper food storage, temperature checks, and sanitation routines

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- Provide basic training to volunteers on safe food handling
- End-of-Season Wrap-Up
 - Complete inventory count
 - Clean and close concession for off-season
 - Provide a year-end report including financials, challenges, and recommendations

Umpire Coordinator

Position Type: Board Member

Reports To: Executive

VERMILION MINOR BALL ASSOCIATION

Works with: Tournament Coordinators, Facilities Director, Coaches, Team Managers, Local Umpires
Term: 1 Season (renewable)

Role Purpose

To recruit, schedule, support, and oversee umpires for all VMBA games and tournaments, ensuring fair play, rule adherence, and a positive experience for umpires and teams.

Key Responsibilities:

- **Coordinate Umpire Staffing for the Season**
 - Recruit new umpires (youth and adult)
 - Maintain an up-to-date list of certified umpires
 - Assign umpires for league games, rescheduled games, and tournaments
 - Ensure Provincials and league finals (if hosting) have appropriately certified umpires
- **Work With Softball Alberta, Baseball Alberta & Umpire Associations**
 - Stay updated on rule changes and certification requirements
 - Support umpires in obtaining or renewing certification
 - Communicate expectations and rule updates to coaches and managers
- **Schedule & Communicate Assignments**
 - Maintain a clear, organized umpire schedule
 - Confirm assignments weekly
 - Communicate rainouts, diamond changes, or time changes promptly
 - Coordinate umpire needs for:
 - Brian Poon Tournament
 - Crossover tournaments
 - Provincials
 - League Finals (if hosting)
- **Support Umpire Development & Retention**
 - Provide resources, mentorship connections, or training opportunities
 - Pair new umpires with experienced ones when possible
 - Encourage positive interactions between umpires and teams
- **Manage Payment & Budget**
 - Track umpire hours and game counts
 - Work with Treasurer to ensure timely payment
 - Record all expenses related to umpiring (gear, training, etc.)

- **Conflict Resolution & Rule Clarity**

- Support umpires facing inappropriate behavior or rule disputes
- Serve as the point-of-contact for umpire-related concerns
- Reinforce VMBA's zero-tolerance policies (abuse, harassment, discrimination)

- **End-of-Season Responsibilities**

- Provide a detailed year-end umpire report
- Summarize challenges, successes, and recommendations
- Update list of umpires returning next season

Volunteer Coordinator

Position Type: Board Member

Reports To: Executive

Works with: Tournament Coordinator, Concession Manager, Fundraising Coordinator, Team Managers, Registrar
Term: 1 Season (renewable)

Role Purpose

To plan, organize, and oversee all volunteer requirements for VMBA events, tournaments, and seasonal operations, ensuring every family completes their mandatory hours and every event is fully supported.

Key Responsibilities

- Plan and Manage All VMBA Volunteer Requirements
 - Maintain clear volunteer hour expectations (4 hours per child registered)
 - Track hours completed and follow up with families as needed
 - Coordinate with Treasurer to confirm volunteer bond completion
- Work with the Tournament Coordinators and Team Manager to create Shifts for All VMBA Events
 - Create volunteer schedules for:
 - Concession
 - 50/50 fundraising
 - Brian Poon Tournament
 - League Finals (if hosting)
 - Provincials (if hosting)
 - Any additional VMBA-hosted events
 - Ensure all shifts are filled and communicated in advance
- **Work Closely With Other Coordinators**
 - Concession Manager → for concession shifts
 - Fundraising Coordinator → for raffle/50-50 shifts
 - Tournament Coordinator → for tournament volunteers (diamond crew, scorekeepers, set-up, clean-up)
 - Facilities Director → for special field prep volunteer days
- **Communicate Clearly with Families**
 - Send volunteer sign-up links to team managers
 - Provide clear expectations for each volunteer role
 - Respond to questions about hours, availability, and scheduling
- **Support Compliance & Bond Tracking**
 - Maintain an organized log of hours completed per family
 - Report completed vs. outstanding hours to Treasurer for bond release
 - Follow up with families who have not met volunteer requirements
- **Promote a Positive Volunteer Culture**

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- Encourage participation and make volunteering welcoming
 - Recognize exceptional volunteers (optional but recommended)
 - Help resolve issues or conflicts arising during shifts
- **End-of-Season Wrap-Up**
- Finalize volunteer hours and submit list to Treasurer
 - Prepare a brief year-end summary of volunteer participation
 - Provide recommendations for simplifying or improving volunteer processes

