

## **AMSA – Article 4 – Executive Officers & Duties of Officers**

The Executive shall consist of the Executive Officers and Executive Directors. The Executive Officers shall be the Past President, President, Vice President Softball, Vice President Hardball, Secretary, Treasurer, Registrar for Softball, Registrar for Hardball, Scheduler, Blast Ball Convener, Equipment Manager, Umpire in Chief/Scheduler, Fundraising & Sponsorship Chair, Uniform Manager, Parent Liaison, Coaches Liaison, Webmaster Manager and Directors.

A membership of 17-21 people will be composed for the board.

- **The President** shall Chair all meetings of AMB and have the usual privilege of the office. Attend all league meetings or designate someone to do so. Designate members to specific committees. See that the association adheres to the rules, regulations and policies of the leagues the teams play in. Assume responsibility for the operation of the association.
- **Vice President Softball** shall perform all duties of the President in the event the President is absent or unable to act. Will Chair the Finance Committee. Shall attend all league meetings or designate someone to do so. Sit on the Risk management committee if needed
- **Vice President Hardball** shall perform all the duties of the President in the event the President or Vice President Softball are unable to act. Will Chair the Hardball committee. Sit on the risk management committee if needed
- **Secretary** shall keep an accurate report of the proceedings of AMB and complete records of all the names, addresses, email addresses and phone numbers of Executive Members. The Secretary shall invite all executive Members to all meetings one week in advance and shall send notice of meetings, including minutes of the meeting and agenda by suitable means.
- **Treasurer** shall keep an accurate record of all money received and disbursed, report to AMB Executive and prepare the financial statement in co-operation with the finance committee. Pay all invoices, and paychecks(umpires)
- **The Registrars (softball & hardball)** shall co-ordinate AMB registrations and shall prepare and disperse team lists to all Coaches. They shall keep a complete list of registered players' names, parents' names, addresses, phone numbers, email addresses, waivers signed, fees paid and classifications. They will setup the Registration website each season and communicate with the treasurer on financial reports from that site. In co-operation with coaches, they shall submit team lists to the league(s) by designated deadlines.
- **The Blast Ball Convener** shall appoint Blast Ball Coaches, assign Blast Ball players, co-ordinate equipment and sweaters and come up with a program for the season.
- **The Equipment Manager** will monitor & distribute equipment. They will make purchases as approved by the executive.
- **The Scheduler** will schedule all games and practices on the website once given a schedule from Coaches. They will communicate with the Township of Wellington North for these bookings. They will have access to the website for scheduling/cancelation

purposes. Communicates with AMB Executive, Umpire Scheduler and Coaches/Managers.

- **Umpire Scheduler/Umpire in Chief:** Lead, coordinate, and supervise the umpires for the association. Ensure that umpires perform their duties with professionalism and integrity. Coordinate and schedule umpires for various games, ensuring that crews are appropriately assigned based on experience and the level of the game. Ensure that all umpire assignments are filled and that substitutes are arranged when needed. Communicate with other key personnel (e.g., coaches, league administrators) to ensure smooth operations.
- **Parent Liaison** will liaise with AMB Executive and Coaches and bring forward any concerns. (Please note that due to Conflicts of Interest, the person will not be AMB President, Vice President, or Scheduling/Umpiring Chief.). Please reference the Parent Liaison Responsibilities document for more information.
- **The Uniform/Apparel Manager** – will monitor and distribute the uniforms. Organize Uniform Pick up and return nights. Get quotes to replace uniforms or purchase apparel to sell and present to the Board for approval.
- **Webmaster Manager** - oversees the management of the website, Facebook page and any other social media needs; Set up all player and team email alias; Complete annual player / team website change-over; Team roster uploading Post all Association news; Grant web manager access and instruction; Take part in ongoing website training updates.
- **Fundraising/Sponsorship Chair** – Discuss the sponsorship and fundraising objectives with the board before the season; Will be the sole contact with potential sponsors; Contact regular sponsors each year to confirm continuing sponsorship and secure contribution; Provide sponsors with basic information about AMB initiatives; Identify and develop potential new sponsorship and fundraising opportunities, as required; Coordinate sponsor recognition.
- **Coaches Liaison** - Communicate concerns of the Coaches to the AMB board and Parent Liaison; Oversees all AMB bench staff (including Coaches, Managers and Assistants); Coordinates AMB Coach and Trainer training sessions; Schedule and oversee Coaches meetings with Parent Liaison, Equipment Manager and President; Responsible for preparing and distributing Association Coaches Kits along with the President (binder of information needed for each season from the board);
- **Directors** shall: Sit on Committees as requested; Hold voting rights at all Board of Directors meetings, be a voice at meetings and volunteer at various Minor Ball events where needed.