

LINDENWALD BASEBALL INC.

BOARD MEMBER

DUTIES

PRESIDENT...

PRESIDE AT ALL BOARD MEETINGS.
ENFORCE ALL RULES AND REGULATIONS OF THE LEAGUE.
APPOINT THE FOLLOWING COMMITTEES FOR THE SEASON.
BUDGET COMMITTEE
REGISTRATION COMMITTEE
OPENING DAY COMMITTEE
PLAYER AGENTS
CHIEF UMPIRE
EQUIPMENT COMMITTEE
CANDY SALES COMMITTEE
ALL STAR COMMITTEE
PRESIDES OVER ALL MEETINGS BETWEEN L.B.I. AND THE CITY.
PRESIDES OVER ALL MEETINGS WITH TEAMS OUTSIDE OF L.B.I.
WHO WISH TO USE L.B.I. FIELDS.
FIELD MAINTENANCE

EXECUTIVE VICE-PRESIDENT...

IN THE ABSENCE OF THE PRESIDENT, THE EXECUTIVE VICE
PRESIDENT SHALL PERFORM THE DUTIES OF THE PRESIDENT.
VERIFIES ALL BANK ACCOUNTS ALONG WITH THE TREASURER
EACH MONTH.
CHAIRMAN OF THE BUDGET COMMITTEE.
DISTRIBUTES THE BUDGET FOR THE SEASON TO ALL BOARD
MEMBERS FOR APPROVAL.
MAINTAINS A FIXED ASSETS SYSTEM FOR THE LEAGUE.
FIELD MAINTENANCE

SECRETARY...

KEEP MINUTES OF ALL BOARD MEETINGS.
HANDLES ALL CORRESPONDENCE FOR THE LEAGUE,
AND NOTIFY THE BOARD MEMBERS OF ALL BOARD MEETINGS.
BOARD MEETING MINUTES TO BE MAILED TO ALL BOARD
MEMBERS ONE WEEK AFTER EACH BOARD MEETING.
MAINTAIN A LOG OF BOARD MEMBERS ATTENDING AND
ABSENT BOARD MEMBERS FOR EACH MEETING.
KEEP ALL CORRESPONDENTS, CONTRACTS, ETC. FOR
L.B.I. ON FILE WITH A COPY GOING TO THE PRESIDENT
AND THE EXEC. VICE PRESIDENT.
FIELD MAINTENANCE

TREASURER...

ARRANGE TO HAVE ALL LEAGUE FUNDS DEPOSITED WITHIN
TWO DAYS OF RECEIPT.
BE RESPONSIBLE FOR A COMPLETE ACCOUNTING OF ALL
RECEIPTS AND DISBURSEMENTS, WITH A COPY OF ALL
TO BE GIVEN TO THE EXEC. VICE PRESIDENT.
FURNISH A CURRENT FINANCIAL STATEMENT TO EACH
BOARD MEMBER AT EACH BOARD MEETING.
WITH ALL MAJOR PURCHASES, A COPY OF THE BILL TO BE
GIVEN TO THE EXEC. VICE PRESIDENT FOR FIXED ASSETS.
FIELD MAINTENANCE

LINDENWALD BASEBALL INC.

BOARD MEMBER

DUTIES

CONCESSION MANAGER...

OVERSEES DAILY OPERATION OF THE CONCESSION STAND.
RESPONSIBLE FOR THE OPENING AND CLOSING.
RESPONSIBLE FOR THE ORDERING OF ALL ITEMS, (FOOD, DRINKS, CLEANING MATERIAL, ETC.) NEEDED TO RUN THE CONCESSION STAND.
GIVE TO THE TREASURER, ALL RECEIPTS, DISBURSEMENTS AND MONEY AT THE END OF EACH DAYS BUSINESS.
MAINTAIN A LOG OF EACH DAYS BUSINESS AS A VERIFICATION OF EACH DAYS BUSINESS.
RESPONSIBLE FOR TRAINING AND SCHEDULING OF ALL WORKERS.
RESPONSIBLE FOR A CLEAN AND HEALTHILY ENVIRONMENT.
FIELD MAINTENANCE

VICE PRESIDENTS - BOYS & GIRLS PROGRAMS...

THE EXECUTIVE BOARD WILL CONSIST OF TWO (2) VICE PRESIDENTS. SEE EXECUTIVE BOARD CHART FOR LEAGUE DISTRIBUTION.
IN CHARGE OF LEAGUE TRY-OUTS FOR THE SEASON.
RESPONSIBLE FOR SCHEDULING FIELD CLEANUP ON CLEANUP DAY (DAY BEFORE OPENING DAY).
RESPONSIBLE FOR THE SCHEDULING OF ALL GAMES FOR THE SEASON. COPY OF ALL SCHEDULED GAMES TO BE GIVEN TO ALL BOARD MEMBERS, PLAYER AGENTS AND TEAM MANAGERS. MASTER SCHEDULE TO BE POSTED IN THE CONCESSION STAND. COPY OF LEAGUE SCHEDULE TO BE GIVEN TO THE CHIEF UMPIRE.
NOTIFY PLAYER AGENTS AND CHIEF UMPIRE OF ANY GAMES RESCHEDULED DUE TO RAIN.
ANY GAME PROTEST WILL BE HANDLED BY THE LEAGUE MANAGER GOVERNING THAT LEAGUE, THE PLAYER AGENT FOR THE TEAM AND THE CHIEF UMPIRE. IF A DECISION CAN NOT BE REACH, THE PROTEST WILL GO TO THE PRESIDENT AND EXEC. VICE PRESIDENT FOR A FINAL DECISION.
FIELD MAINTENANCE

PLAYER AGENTS...

NOTIFY ALL MANAGERS OF THE FOLLOWING:
LEAGUE TRY-OUTS DATES AND TIMES.
PICTURE DATE AND TIME FOR THEIR TEAM.
EQUIPMENT PICKUP AND TURN IN DATES.
RAINOUT MAKE UP DATES.
DISTRIBUTION OF THE FOLLOWING:
MANAGERS KIT
TEAM AND INDIVIDUAL PICTURES
SCHEDULE AND SCHEDULE CHANGES
FIELD MAINTENANCE

LINDENWALD BASEBALL INC.
BOARD MEMBER
DUTIES

CHIEF UMPIRE...

MAINTAIN A CURRENT LIST OF ALL UMPIRES.
SCHEDULE UMPIRES FOR ALL GAMES FOR THE SEASON.
DISTRIBUTE LEAGUE RULES TO ALL UMPIRES.
FIELD MAINTENANCE

BOARD MEMBERS...

WORK THE FOLLOWING EVENTS
WALK IN REGISTRATIONS
PICTURE NIGHT
CLEAN UP DAY
OPENING DAY

HELP WITH THE DISTRIBUTION OF THE FOLLOWING:

EQUIPMENT PICKUP
EQUIPMENT TURN IN

HELP WITH THE OPENING AND CLOSING OF CONCESSION STAND
UMPIRE GAMES IF NEEDED
FIELD MAINTENANCE