

MBBSB Volunteer Positions

Board and Administrative Positions

PRESIDENT

1. Preside at all MBS meetings
2. Assume full responsibility for the operation of the MBS league
3. Appoint all administrators, committees and supervise the activity thereof
4. Overall appointment / approval for all Managers and Coaches
5. See that MBS adheres to the rules, regulations and policies of BRL
6. Be sure the charter application or continuation form is submitted to BRL Headquarters
7. Be responsible for local league protests and disputes
8. Review finances with Treasurer
9. Shall be ex-officio member of all committees
10. Attend Cal Ripken/Babe Ruth Meetings

VICE PRESIDENT BASEBALL

1. Presides in the absence of the President and carries out such duties and assignments as may be delegated by the President
2. Assume full responsibility for all baseball operations
3. Responsible for opening day celebration
4. Coordinate all league rules
5. Responsible for all field allocations and scheduling
6. Coordinate with Chief Umpire
7. Facilitate all field maintenance
8. Coordinate out of season play for baseball (Travel Teams, Summer League) including team formation, enforcement of rules, etc.
9. Propose and Coordinate MBS baseball clinics

VICE PRESIDENT SOFTBALL

1. Carries out such duties and assignments as may be delegated by the President
2. Assume full responsibility for all softball operations
3. Coordinate all league rules
4. Responsible for all field allocations and scheduling
5. Coordinate with Chief Umpire
6. Facilitate all field maintenance
7. Coordinate out of season play for baseball (Travel Teams, Summer League) including team formation, enforcement of rules, etc.
8. Propose and Coordinate MBS baseball clinics

SECRETARY

1. Draft agenda for the meeting for approval of the President
2. Record the minutes of meetings
3. Maintain an official record of MBS activities
4. Develop MBS calendar and provide notice for all meetings
5. Maintain lists of all registrants in good standing, Board members, administrators and volunteers
6. Carry out all orders, votes or resolutions not otherwise committed
7. Notifying all officers of election and the names of newly elected members of the Board
8. Conduct all correspondence not otherwise delegated
9. Performing such other duties as this office may require

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TREASURER

1. Receives and Dispenses MBS funds as approved by MBS Board
2. Reports on the status of MBS funds on a monthly basis
3. Keeps financial records
4. Ensure Annual Federal Tax Returns are Prepared & Filed
5. Ensures compliance with financial filings and maintains 501(3)c status
6. Pay New Jersey Annual Report Fees
7. Manage Insurance Policy and Provide Proof When Required
8. Solicit and Collect from Annual Sponsors & fundraising
9. Manage Relationships for Equipment Donations
10. Prepares annual and special budgets
11. Assumes the responsibility for all MBS finances

PLAYER AGENT

1. Conducts annual league registration and try-outs
2. Presides at player selection meetings (Rec League Draft and Travel Team Sections)
3. Represents the best interest of individual players
4. Keeps up-to-date records of team rosters
5. Checks players' eligibility
6. Aid in the development of managers and coaches
7. Develop and coordinate training curriculum and approach at all levels

SAFETY DIRECTOR

1. Schedule annual safety clinics and keep attendance records
2. Conducts background checks in accordance with BRL rules
3. Ensure all Managers and Coaches have completed the required safety course within the last 2 years
4. Ensures all MBS fields have the required first aid kits available at all games

CHIEF INFORMATION OFFICER

1. Maintain & update MBS systems, G-suite & web host
2. Manage social media accounts
3. Troubleshoot all system & registration issues
4. Run reports as needed
5. All other information technology items

ADMINISTRATORS - The Board may create and appoint any number of administrative positions ("Administrators") to act upon authority granted by the Board. These Administrators may include, without limitation

Field Manager	Picnic Coordinator	Baseball Clinic Coordinator
Uniform Manager	Picture Night Coordinator	Softball Clinic Coordinator
Concessions Coordinator	Scheduling Manager	Equipment Coordinator
Assistant Concessions Coordinator	Sponsor Manager	Trophy Manager
Head Umpire, Umpire Coordinator	Fund Raising Coordinator	Buddy Ball Coordinator
Head Team Parent	Opening Day Coordinator	High School Night Coordinator