

Officers	Executive Director Responsibilities: • Provide overall strategic direction and leadership for NBFA. • Preside over Board and annual membership meetings. • Establish Board agendas and priorities with input from other Officers. • Ensure compliance with bylaws, policies, league requirements, and Board decisions. • Lead significant disciplinary, conduct, conflict-of-interest, and membership matters. • Serve as primary association representative with the school district, leagues, and community partners. • Ensure Board members and captains are accountable for assigned responsibilities.	Asst. Executive Director Responsibilities: • Support the Executive Director in association leadership and decision-making. • Preside over meetings and act on behalf of the Executive Director when necessary. • Coordinate major association-wide initiatives and seasonal planning. • Track Board priorities, decisions, and action items through completion. • Support resolution of escalated player, coach, parent, and program concerns. • Maintain continuity across Board positions and leadership transitions. • Assume additional responsibilities delegated by the Executive Director or Board.	Development Director Responsibilities: • Establish NBFA's overall player and coach development philosophy from 8U through 14U. • Lead the association-wide tryout/evaluation process, including evaluation criteria, scoring standards, evaluator selection, and placement guidelines. • Partner with age-level coordinators to ensure consistent, fair, and transparent evaluation and team-placement processes. • Establish age-appropriate player skill expectations and progression standards. • Develop coach education, resources, expectations, and training opportunities. • Coordinate association-wide player development opportunities, clinics, and offseason training. • Partner with age-level coordinators and the high school program to promote long-term player development and program alignment.	Secretary Responsibilities: • Record and maintain minutes for Board and annual membership meetings. • Maintain bylaws, policies, procedures, and official Board records. • Distribute meeting agendas and supporting materials within required timelines. • Maintain records of Board motions, votes, appointments, terms, and amendments. • Maintain formal records of disciplinary actions and significant Board decisions. • Support annual elections, nominations, and Board vacancy processes. • Manage official association correspondence and document retention	Treasurer Responsibilities: • Maintain accurate records of association income, expenses, assets, and liabilities. • Manage banking, payments, reimbursements, deposits, and financial controls. • Prepare regular financial reports for the Board. • Develop and maintain the annual budget with Board input. • Monitor registration, fundraising, sponsorship, tournament, and other significant financial activity. • Coordinate tax filings, nonprofit reporting, insurance payments, and financial requirements. • Recommend financial controls and safeguards for association assets.	
	Members at Large	8U Coordinator Responsibilities: • Lead 8U programming with an emphasis on introductory development and positive player experiences. • Recruit, identify, and support 8U head and assistant coaches. • Plan and execute 8U evaluations, including logistics, player lists, evaluator coordination, and placement discussions in partnership with the Development Director, with final team placements subject to Board approval. • Serve as the primary Board liaison for 8U coaches, players, and families. • Partner with the Development Director on age-appropriate skills, coaching priorities, and development expectations. • Address initial parent/coach concerns and escalate significant issues when appropriate. • Lead player recruitment and retention and support successful transition into 12U.	10U Coordinator Responsibilities: • Lead 10U programming and team formation using an intentional development and competitive strategy. • Recruit, identify, and support qualified 10U head and assistant coaches. • Plan and execute 10U tryouts/evaluations, including logistics, player lists, evaluator coordination, and placement discussions in partnership with the Development Director, with final team placements subject to Board approval. • Serve as the primary Board liaison for 10U players, families, and coaches. • Partner with the Development Director on skill progression and coaching expectations. • Address age-level parent/coach concerns and escalate significant issues when appropriate. • Promote player development, retention, and successful transition into 12U.	12U/14U Coordinator Responsibilities: • Lead 12U/14U programming, team formation, and appropriate competitive opportunities. • Recruit, identify, and support qualified coaches appropriate for advanced levels of play. • Plan and execute 12U/14U tryouts/evaluations, including logistics, player lists, evaluator coordination, and placement discussions in partnership with the Development Director, with final team placements subject to Board approval. • Serve as the primary Board liaison for 12U/14U players, families, and coaches. • Partner with the Development Director on advanced player-development and coaching expectations. • Coordinate with the high school program where appropriate to support player progression. • Promote retention and prepare players for transition into school-based and higher-level softball.	Facilities & Umpire Coordinator Responsibilities: • Coordinate field availability and allocation for practices, games, tournaments, tryouts, and events. • Maintain relationships with the school district, city, and other facility partners. • Identify field maintenance, safety, repair, and improvement needs. • Coordinate umpire recruitment, scheduling, communication, and game coverage. • Maintain relationships with umpire associations and independent officials. • Coordinate field readiness and facility needs with coaches and event leaders. • Develop recommendations for long-term facility improvements and needs.	Social Media & Technology Coordinator Responsibilities: • Manage NBFA social media channels and association-wide digital communications. • Maintain the NBFA website and ensure information remains current. • Administer Crossbar and other registration/team-management technology. • Coordinate online registration, forms, team pages, permissions, and account access. • Establish appropriate digital communication standards for teams and coaches. • Partner within association to collect and publish program content. • Protect association accounts, passwords, member information, and digital assets.
Captains / Lead Volunteers	Equipment Captain Responsibilities: • Maintain inventory of association-owned equipment. • Coordinate equipment checkout and return. • Organize and maintain equipment storage. • Identify damaged, missing, or replacement equipment. • Prepare team equipment before each season. • Recommend equipment purchases to the Board. • Maintain accountability for association-owned equipment.	Uniform Captain Responsibilities: • Coordinate uniform sizing and ordering. • Manage vendor relationships, pricing, timelines, and quality. • Coordinate uniform distribution. • Manage exchanges, replacements, and routine uniform issues. • Communicate uniform deadlines and requirements to families. • Coordinate sponsor/logo requirements where applicable. • Recommend future uniform or vendor changes.	Photography Captain Responsibilities: • Coordinate team and individual photography. • Maintain an organized NBFA image library. • Provide content to the Social Media & Technology Coordinator. • Ensure applicable photo permissions are followed. • Coordinate banners and other special photography needs. • Recruit volunteer photographers when needed.	Events Captain Responsibilities: • Lead planning and coordination of NBFA special events, including Midsummer Days, Nationals, end-of-year association gatherings, and other community events. • Develop event plans, timelines, volunteer needs, and day-of responsibilities. • Recruit and coordinate parent and community volunteers for events. • Partner with Fundraising and Sponsorship Coordinator when events include fundraising, sponsors, donations, or community partners. • Identify new opportunities that build association community, player/family engagement, and NBFA visibility.		

**** Could be managed by age-level coordinators)**