

Shakopee Youth Baseball Association (SYBA)
President – Job Description
(Two-Year Term)

Position Summary:

The President serves as the chief executive officer and primary leader of the Shakopee Youth Baseball Association (SYBA). The President is responsible for providing overall direction, vision, and leadership for the organization, ensuring that SYBA's mission, goals, and policies are effectively implemented. The President works closely with the Board of Directors, committees, volunteers, and community stakeholders to foster a positive, inclusive, and enriching environment for all participants.

Key Responsibilities:

Leadership & Governance

- Provide strategic leadership and oversight for all SYBA operations, programs, and initiatives.
- Preside over all Board meetings (at least once per month), setting agendas, facilitating discussion, and ensuring productive and efficient meetings.
- Attend all informational meetings, including the Parent Meeting and Year-End Meeting.
- Guide the development and implementation of organizational goals, policies, and procedures in collaboration with the Board of Directors.
- Serve as the primary spokesperson for SYBA, representing the organization in the community and with external partners.

Board & Committee Management

- Work collaboratively with the Vice President and other Board members to ensure effective governance and leadership succession.
- Appoint committee chairs and oversee the work of all SYBA committees, ensuring alignment with organizational objectives.
- Prepare and manage the annual Board calendar, ensuring timely communication of key dates, deadlines, and events.
- Support Board recruitment, orientation, and development initiatives.

Operational Oversight

- Provide direction and support to League Directors, Coordinators, and volunteers to ensure successful execution of all SYBA activities, including leagues, tournaments, and special events.
- Oversee the planning, promotion, and execution of all SYBA-sponsored tournaments and fundraising activities.
- Ensure compliance with all applicable laws, regulations, and governing body requirements.

Stakeholder Engagement

- Serve as the primary point of contact for SYBA families, coaches, sponsors, community partners, and other stakeholders.
- Address questions, concerns, and feedback from parents, coaches, and participants in a timely and professional manner.
- Foster strong relationships within the community to support the growth and reputation of SYBA.

Organizational Development

- Lead ongoing evaluation and improvement of SYBA programs, policies, and operations.
- Promote a culture of transparency, accountability, and continuous improvement throughout the organization.
- Ensure the mission and values of SYBA are upheld in all activities and decisions.

Qualifications:

- Prior experience in a leadership or executive role, preferably within a nonprofit or youth sports organization.
- Strong organizational, communication, and interpersonal skills.
- Proven ability to lead, motivate, and collaborate with a diverse group of volunteers and stakeholders.
- Demonstrated commitment to the mission and values of SYBA.
- Excellent problem-solving and decision-making abilities.