

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

Position Summary:

The Vice President (VP) is a key member of the SYBA Board of Directors, supporting the President in providing leadership, strategic direction, and operational oversight for the organization. The VP acts as a liaison between Board members, committees, and the broader SYBA community, and assumes the duties of the President in their absence.

Key Responsibilities:

Leadership & Governance

- Attend all Board meetings (at least once per month) to discuss, review, and vote on issues and concerns brought forth by the Board or other SYBA stakeholders.
- Assist the President in developing and implementing organizational goals, policies, and procedures.
- Serve as acting President in the absence or incapacity of the President, assuming all related responsibilities and authorities.

Operational Support

- Work closely with Board members, committee chairs, and volunteers to ensure effective coordination and execution of SYBA programs, events, and initiatives.
- Provide guidance and support to League Directors, coaches, and volunteers to promote a positive and inclusive environment for all participants.
- Assist with the planning, promotion, and execution of SYBA-sponsored tournaments, fundraising activities, and community events.

Committee Participation

- Actively participate as a member of assigned Board committees, providing leadership and support as needed.
- Serve as a liaison between committees and the Board, ensuring effective communication and alignment with organizational objectives.

Stakeholder Engagement

- Foster strong relationships with SYBA families, sponsors, community partners, and other stakeholders.
- Address questions, concerns, and feedback from parents, coaches, and participants in a timely and professional manner.

Organizational Development

- Support Board recruitment, orientation, and development initiatives.
- Contribute to the ongoing evaluation and improvement of SYBA policies, programs, and operations.

Qualifications:

- Prior experience in a leadership or management role, preferably within a nonprofit or youth sports organization.
- Strong organizational, communication, and interpersonal skills.
- Ability to collaborate effectively as part of a volunteer Board.
- Demonstrated commitment to the mission and values of SYBA.
- Problem-solving skills and the ability to make sound decisions under pressure.