

MBSA BOARD MEMBERS

ROLES & RESPONSIBILITIES

PRESIDENT	SECRETARY	TREASURER	IT DIRECTOR	PLAYER AGENT	VP BASEBALL	AVP BASEBALL	VP SOFTBALL
- Conduct the affairs of MBSA and execute policies established by the Board Directors - Overall responsibility for the conduct and policies of MBSA - Communicate to the Board Directors, such matters as deemed appropriate, and promote the welfare of MBSA - Coordinates with Fremont Township, along with the Park District	- Responsible for recording the activities MBSA and maintaining appropriate files, mailing lists, and necessary records - Keep minutes of MBSA Board meetings - Send out an email about the upcoming meeting and receive updates in not able to attend the meeting - Schedule Picture Day- Set up and execute - Renews and handles insurance - Background check of all coaches house and travel. - Requests dates that are needed to reserve space at Mundelein High School - Create and Run equipment exchanges in the spring - Run and Respond to all emails that come to Info mailbox - Monthly Newsletters	- Receives all moneys and securities and deposits same in depository - Keep accurate records for the receipt and disbursement of all moneys and securities using General Accounting Practices - Prepare an annual budget	- Setup / Maintain online registration system (Crossbar) - Maintains website - Assists in troubleshooting registration and other MBSA technology issues. - Assists in training coaches and staff on using Crossbar	- Maintain and keep accurate records of all player transactions - Receives and reviews registration forms for player candidates - Coordinates with the VP of Baseball and Softball to conducts player try-outs and player draft - Sends offers to players - Communicates with all players/families with or without offers - Prepares and maintains the rosters for all Travel teams in Crossbar	- Coordinates all baseball operations including manager selection, rosters, league play, rules, uniforms, and development for Travel and House Baseball - Provides written copies of MBSA rules and regulations, by-laws, and the constitution to the managers and league directors. - Coordinates player try-outs, evaluations, and player draft with Player Agent - Will maintain a positive philosophy among MBSA league directors, managers, players, members, and the community - Works alongside Asst. VP of Baseball as MBSA rep for LSFBL Baseball league - Helps train and develop the Asst. VP of Baseball as successor	- Assists the VP of baseball with day to day operations for both travel and house - LSFBL league representative for MBSA travel teams - Assists with player try-outs and player draft - Handles Fall baseball house registration? - Prepares and maintains the rosters for all Fall baseball house teams	- Coordinates all Softball operations including manager selection, rosters, league play, rules, uniforms, and development for Travel and House Softball. - Provides written copies of MBSA rules and regulations, by-laws, and the constitution to the league directors. - Will maintain a positive philosophy among MBSA league directors, managers, players, members, and the community - Coordinates player try-outs, evaluations, and player draft with Player Agent
DIRECTOR OF UMPIRES	SPONSORSHIP	MARKETING	DIRECTOR OF VOLUNTEERS	DIRECTOR OF CONCESSIONS	DIRECTOR OF FIELDS & GROUNDS	FEEDER	INDOOR PRACTICE
- Coordinates umpire relations and schedules for all Baseball and Softball events - Directs umpire coordinators for umpire schedules - Ensures umpires are knowledgeable on rules/regulations	Obtaining Sponsors (for fields, teams, ordering signage, back of jersey printing, picture day plaques, etc)	- Maintains social media presence - Registration (signage and handouts to schools-Boo Bash, Trunk or Treat, Parades) - Highlights Sponsors on Social Media - Shop Days with sponsors (Dick's Sporting Goods)- Posts on Socials - Community Outreach	- Ensures all families are signed up for their mandatory volunteer hours - Coordinates all volunteers - Create BMOD Sign Up	Responsible for the operation of the concession stand	Prepares and maintains fields		