# Benbrook Youth Baseball and Softball Association

## Job Title: Secretary

Reports To: BYBSA President

## Mission

To provide a safe, fun, and competitive environment where youth athletes can grow in the sport of baseball and softball while developing life skills, sportsmanship, and community values.

## Vision

To be the premier youth baseball and softball organization in our region—fostering lifelong love for the game, leadership, and community pride.

## Values

Integrity • Respect • Growth • Teamwork • Accountability • Sportsmanship

## General Scope of Work

* • Uphold and promote BYBSA’s mission, vision, and values.
* • Attend regularly scheduled board meetings and league events.
* • Serve as an organizational ambassador in the community.
* • Collaborate across departments to support smooth league operations.
* • Comply with all relevant bylaws, policies, and codes of conduct.
* • Perform any other duties as assigned by the President or the Board of Directors.

## Position-Specific Responsibilities

* • Record and distribute minutes of all board and general meetings.
* • Maintain current copies of bylaws, policies, and records.
* • Handle all official correspondence.
* • Track board member terms and ensure annual document reviews.
* Uniform Coordination.
* Voting Member.

## Signature of Acknowledgment

I, the undersigned, confirm that I have received, reviewed, and understand this job description and scope of work for the role of Secretary with BYBSA and agree to conduct myself in accordance with the organization’s mission, vision, and values.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: Secretary

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_