



San José Men's Senior Baseball League

Board of Directors Duties

(Revised September 17, 2018)

Duties and Expectations of a San Jose MSBL Board Member and Corporate Officer

1. Commit to volunteer for the benefit of all, 20 hours a month from January to April and 10 hours a month from May to December for three years.
2. A positive attitude is required.
3. Become an expert on the Bylaws of the Corporation.
4. Become an expert on the Rules and Regulations of the SJMSBL.
5. Implement and sustain a season long effort to form teams to play in the Arizona World Series.
6. Orient new players.
7. Develop, update, improve, and maintain a League website.
8. Construct a schedule - which includes an All-Star game and playoffs – with special requirements and adjustments for fields and teams.
9. Create a budget.
10. Devise and set up workouts in preparation for a draft.
11. Umpire liaison, including pre-season, meeting to distribute and discuss rules with the umpires association, including scheduling of umpires accounting and balancing of all umpire fees, handle umpire-player disputes, contact person for umpire shortages or no-shows.
12. Chair a committee to rule on all protests and/or disciplinary action.
13. Spearhead an advertising campaign.
14. Lead an effort to publish newsletters with meeting minutes, agendas, and upcoming events.
15. Plan, distribute, and inventory equipment for each field including dumpsters, chalk, rakes, drags, bases, hoses, etc., and baseballs.
16. Coordinate, promote, and market the All-Star Game and league fundraiser.
17. Conceive, recruit necessary assistance, and carry out special events that would benefit comradeship among the players and their families.
18. Canvass the League's players and managers for improvements and/or adjustments.
19. Nurture a relationship with schools and their baseball programs.
20. Correspond with the National office for the latest information, events, promotions, and submissions to the National website.
21. Collect League team rosters, make copies, file, scrutinize them for accuracy, and forward them to the National office.

Presidential Duties

As an ambassador and spokesman for the SJMSBL, the position represents the SJMSBL at the national, state, and local levels. The President promotes and protects the League's image. The Board relies on this person to liaison with school districts to secure field permits, establish and grow relationships with the schools and coaches (with assistance of "home field" liaisons). This person is also the contact person for resolving disputes with property owners, non-league members, and insurance agencies. The Board of Directors elects a President from at large. The Presidential seat is a voting member of the Board of Directors.

Secretary Duties

As Secretary, this person keeps records of the minutes of all the meetings, proceedings, and action of the committees of the Board and of its Members. Articles of Incorporation, By Laws (and their amendments) and the member's names and addresses are kept current at the principle office. The Board of Directors elects a Secretary from at large. The Secretarial seat is a non-voting member of the Board of Directors.

Treasurer Duties

The Treasurer keeps, maintains, and reports on the correct and current financial status of the League (the Corporation). As Treasurer, the position requires securing, accounting, and reporting on all of the League's property, deposits, financial accounts, and debts. The Board of Directors elects a Treasurer from at large. The Treasurer's seat is a non-voting member of the Board of Directors.