

RALSTON AREA BASEBALL ASSOCIATION
Board of Directors - Job Descriptions

PRESIDENT

From Article III of RABA Bylaws: The President of the Corporation shall be the Chief Executive Officer of the Corporation and shall have general control and management of the business affairs of the Corporation. The President shall have the power to sign all certificates, contracts and other instruments of the Corporation. The President shall preside at all meetings of the Board and shall perform all such other duties as are incident to that office or are properly required by the Board of Directors.

VICE PRESIDENTS

From Article III of RABA Bylaws: Each Vice President shall at all times possess power to sign all certificates, contracts and other instruments of the Corporation, except as otherwise limited in writing by the Board of Directors or the President of the Corporation, and shall have such other powers and duties as the Bylaws, the Board of Directors, or President shall prescribe.

SECRETARY

From Article III of RABA Bylaws: The Secretary shall attend all meetings of The Board and act as secretary thereof, and shall record all votes and the minutes of all proceedings of the Corporation in a book for that purpose belonging to the corporation to be kept in the Secretary's custody. The Secretary shall give or cause to be given notice of all meetings of the directors. The Secretary shall perform all of the duties incident to that office, and shall perform such other duties as may be prescribed by the Board of Directors or President.

TREASURER

From Article III of RABA Bylaws: The Treasurer shall have custody of all funds of the Corporation. The Treasurer may endorse in behalf of the Corporation, for collection, checks, notes and other obligations, and shall deposit the same to the credit of the Corporation in such banks or depositories as the Board of Directors may designate. Whenever required by the Board of Directors, or the President, the Treasurer shall render a statement of the Corporation's accounts. The Treasurer shall enter regularly, in books of the Corporation to be kept by such officer for the purpose, full and accurate accounts of all money received and paid by the Treasurer on account of the Corporation. The Treasurer shall, at any reasonable time, exhibit such books and accounts to any member of the Executive Committee of the Corporation (Section 11), and shall perform all other acts incident to the position of Treasurer, subject to the control of The Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or the President.

DIRECTOR - FUND RAISING

Responsibility for oversight and/or coordination of all fundraising activities associated with the organization, except for pickle card sales. These duties shall be interpreted to include oversight and coordination of the solicitation of businesses to be League and Travel Team sponsors, raffles, operation of the fireworks stand, and any other organized effort to raise operating or capital funds on behalf of RABA. Direct report to Board Treasurer.

PICKLE CARD SALES

Responsibility for oversight and coordination of all activities associated with pickle card sales, including solicitation of new sites; acquisition of new machines; repair of existing machines; purchase of tickets for the machines; processing of receipts for deposit into the accounts of the organization; and preparation and filing of required reports to governmental entities. Direct report to Board Treasurer, indirect report to Board President.

CONCESSIONS MANAGER

Responsibility for oversight and coordination of all activities associated with concessions sales, primarily at Pierson Field. Duties shall include arranging for purchase of and payment for candy, snacks, foodstuffs, and beverages; monitoring and replenishing inventory; caring for the physical condition and cleanliness of the stand; and arranging for necessary and appropriate repairs and improvements to the facility.

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VICE PRESIDENT - ADMINISTRATION	Responsibility for oversight and coordination of all activities associated with the general administration of the organization, including public relations; publicity; public notices; field scheduling; web site; contracts; and other duties analogous with the maintenance of the documents of the organization.
DIRECTOR - PUBLIC RELATIONS	Responsibility for oversight and coordination of all activities associated with providing public notices and dissemination of information to players and parents, including but not limited to newspaper ads; registration and player sign-up notices; posting of meeting and event dates, and the like.
DIRECTOR - FIELD SCHEDULING	Responsibility for oversight and coordination of all activities associated with the scheduling of the fields on which RABA teams hold scheduled practices or games, and providing coordination with other organizations, such as RGSA, that share fields with RABA.
WEBMASTER	Responsibility for oversight, coordination, update, and maintenance of the activities associated with the organization's web site, including provision for server space and security of documents and content. The person holding this position may be remunerated for their services if approved by the Board, and shall be reimbursed for actual expenses for payment of domain name registration fees, hosting fees, and expenses approved by the Board.
LEGAL ADVISOR	Responsibility for oversight and coordination of all activities associated with the legal affairs of the organization, and the provision of advice as appropriate. The person holding this position may be remunerated for their services as approved by the Board.
VICE PRESIDENT - SELECT TEAMS	Responsibility for oversight and coordination of all activities associated with the Travel (Select) Teams that compete under the auspices and sponsorship of RABA, including but not limited to sanctioning of teams with national organizations; player tryouts; team selection; selection of coaches and business managers, subject to board approval; uniforms; discipline; dispute resolution; recommend revisions to policies governing such teams; and other duties as delegated and directed by the President. The person holding this position shall be encouraged to represent RABA's interests as a member or director of appropriate local, state, or national boards or organizations (e.g., Metro Omaha PONY Board).
SELECT TEAM - HEAD COACH	Responsibility for oversight and coordination of all activities associated with overall organization of an RABA Travel Team "on and off the field". The Head Coach is responsible for teaching the players how to properly play the game; set practice locations and times; maintain the team's equipment; determine playing positions and batting order; act as positive models of sportsmanship; maintain team discipline; and attend monthly Board meetings. Direct report to VP Competitive Teams.
SELECT - BUSINESS MANAGER	Responsibility for oversight and coordination of all activities associated with the fiscal management of a Travel Team, including but not limited to preparing and monitoring the teams' budget with direction from the Head Coach and parents; purchase of and payment for equipment, supplies, and other things requisite for the operation of the team; payment of tournament entry fees; scheduling of games and arranging for umpires; payment of umpire's fees, and other duties as directed by the Head Coach.
VICE PRESIDENT - OPERATIONS	Responsibility for oversight and coordination of all activities associated with the day-to-day baseball operations of the organization, including field maintenance; equipment purchase, maintenance, and repair; facility improvement plans; supervision of new construction, and oversight of umpires employed by RABA.

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DIRECTOR - FIELD MAINTENANCE	Responsibility for oversight and coordination of all activities associated with field maintenance and improvements, including grounds, fences, backstops, bases, batting cages, ensuring proper weed control, watering, etc., to prolong the life and improve the appearance of the facilities.
EQUIPMENT MANAGER	Responsibility for oversight and coordination of all activities associated with the purchase, repair, and replacement of equipment used by the in-house league teams, including uniforms; catcher's gear; helmets; batting cage nets; bases, etc. Operate within the allotted budget and report any potential overruns to the Board before the budget is exceeded. Direct report to VP Operations, indirect report to Board Treasurer.
CONSTRUCTION MANAGER	As deemed appropriate, the Board may from time to time appoint a Construction Manager to be responsible for oversight and coordination of all activities associated with capital improvement projects such as construction of a new playing field or structure such as a concessions stand. This person shall be empowered and expected to oversee all aspects of such projects, and to carry out their duties expeditiously and within the budget approved by the Board. Direct report to VP Operations, indirect report to the President.
UMPIRE-IN-CHIEF	Responsibility for oversight and coordination of all activities associated with the officiating of games, as directed by the VP Operations. This person shall also be responsible for the scheduling of umpires for games, and the implementation and maintenance of a program to provide training to persons employed as umpires for games played on RABA fields.
VICE PRESIDENT - PLAYER PERSONNEL	Responsibility for oversight and coordination of all activities associated with the operation of the teams that compete under the auspices and sponsorship of the RABA In-House program. Duties shall include, but not be limited to selection of League Commissioners, subject to board approval; providing guidance to League Commissioners regarding the organization and format of player evaluation sessions and assembly of balanced teams; providing guidance to Commissioners regarding selection of coaches; uniforms; discipline; dispute resolution; recommend revisions to policies; and other duties as delegated and directed by the President.
LEAGUE COMMISSIONER	Responsibility for oversight and coordination of all activities associated with the operation of the teams that compete in the In-House league for which they are responsible. Duties shall include, but not be limited to selection of coaches; assembly of teams, paying particular emphasis to achieving parity among teams; organizing and running player evaluation sessions; providing guidance to Coaches regarding RABA policies and guidelines regarding proper behavior and sportsmanship; discipline; dispute resolution; recommend revisions to policies; and other duties as delegated and directed by the VP Player Personnel.
VICE PRESIDENT - SPECIAL PROJECTS	As deemed appropriate, the Board may from time to time appoint a VP Special Projects to be responsible for oversight and coordination of all activities associated with specific projects such as strategic planning, construction projects, policy revisions, or other projects which may fall outside the scope or require more resources than a standing board position can commit. This person shall be empowered and expected to oversee all aspects of such projects, and to carry out their duties expeditiously and within the budget approved by the Board. Direct report to the President.