

## **ARTICLE XI – DUTIES OF BOARD OF DIRECTORS / OFFICERS**

**SECTION 1** – The **President** as Chief Executive Officer of TCSA shall be responsible for:

- supervising TCSA’s affairs and activities
- presiding over all TCSA meetings as Chairman of the Board of Directors
- appointing and participating in all Committees
- providing backup to all other board positions if necessary
- monitoring all financial transactions for TCSA
- organizing and leading all TCSA Board meetings
- representing TCSA at all ASA meetings and handling all ASA affiliation issues
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification

**SECTION 2** – The **Vice President** of TCSA shall be responsible for:

- assisting the President in the performance of the President’s duties
- presiding over all meetings in the absence of the President
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President

**SECTION 3** – The **Secretary** of TCSA shall be responsible for:

- notification of all annual, regular and special meetings of the TCSA Board of Directors
- keeping permanent record of all meetings in the form of meeting minutes
- being the custodian of all official records and/or documents of TCSA
- keeping written record of all voting activity and report the activity in meeting minutes
- maintaining a current TCSA Board member contact list and regularly distributing the list to the TCSA board
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President

**SECTION 4** – The **Treasurer** of TCSA shall be responsible for:

- presenting annual financial reports to the TCSA Board
- keeping accurate accounting records for all financial transactions for TCSA
- working with all other Board positions to pay TCSA expenses
- gathering bids, gaining board approval, purchasing and distributing all TCSA insurance related items
- providing a financial report for review at every TCSA Board meeting
- making available a detailed financial report to the membership of TCSA, at the end of the fiscal year
- organizing and leading all TCSA Budget or Finance committees and meetings
- processing all background investigations and maintaining an database of all individuals who have had TCSA background investigations
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President

**SECTION 5** – The *Players Agent* of TCSA shall be responsible for:

- providing seasonal registration costs and documents to The Colony PARD
- addressing all issues related to TCSA registration with The Colony PARD
- collecting all player registrations from The Colony PARD and maintaining an accurate database of all collected registration information
- providing detailed and organized player information to Coaches Agent and Division Directors
- registering all players and teams with ASA
- obtaining ASA Player registration cards and determining how they will be kept or distributed
- working with the Treasurer to insure that all registration monies are accounted for from The Colony PARD
- working with the Treasurer to provide a report to the President showing all registration monies collected, and report all total lost monies on field costs, registration sponsorships and multi-child families
- working closely with Coaches Agent to organize and execute player drafts
- attending all Coaches Meetings and Division Directors Meetings
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President

**SECTION 6** – The *Coaches Agent* of TCSA shall be responsible for:

- working with the Secretary to create Coach and Volunteer application's and distribute them to The Colony PARD
- collecting all Coach and Volunteer applications from The Colony PARD and delivering the applications to the Treasurer to insure that background investigations are performed
- working with the Division Directors to select qualified coaches based on requirements in Exhibit A of the TCSA Policies and Procedures
- creating and distributing all coaches packets
- organizing, scheduling and leading all coaches meetings, certifications and clinics
- enforcing all mandatory coach and volunteer requirements
- organizing and documenting coach practice times and maintaining an accurate schedule of the softball practice field
- organizing and leading all players clinics
- working with the Players Agent on coordinating and leading all player drafts
- addressing all complaints/issues related to coaches and volunteers
- organizing and executing coach evaluation's at the end of each season and accurately documenting the findings to be used in future coach selections
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President

**SECTION 7** – The *Umpire Director* of TCSA shall be responsible for:

- training, certification and scheduling umpires for all regular and Tournament TCSA games played in The Colony
- defining seasonal umpire rates and gaining board approval
- accurately documenting and tracking all umpire hours and working with the Treasurer to see that all umpires get paid
- working with Equipment Director to purchase the necessary ASA approved equipment for all divisions and all umpires
- working with the Treasurer to purchase necessary ASA rule books
- working with Coaches Agent and Division Directors to establish seasonal ground rules
- attending coaches meeting and assist Coaches Agent in explaining ASA rules
- organizing and leading all Rules and Decision meetings
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President

**SECTION 8** – The *Division Directors* of TCSA shall be responsible for:

- forming a Registration committee and internally electing a Registration Committee Chairman
- executing all tasks related to Registration such as;
  - working with the Secretary to create seasonal registration documentation
  - working with The Colony PARD to create and distribute flyers to area school systems and other athletic programs
  - setting up registration tables and coordinating volunteers
  - organizing and leading all special registration activities and events
- working with the Coaches Agent to select qualified coach's
- working with Players Agent to get registration totals in their respective division and working to get more registrations in order to fill additional teams
- attending and assisting at all player tryouts, draft and clinics
- addressing all problems and issues in their respective division and working with all other Board members to get resolutions.
- working with all other Division Directors to produce game schedule's for the season and re-schedule rain out games
- collecting game results from coaches in their respective division and working with the Webmaster to update game schedules and division standings
- attending team meetings and first practices to address any team questions or issues
- attending coaches meetings and assist Coaches Agent in creating coaches packets
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President

**SECTION 9** – The *Concessions Director* of TCSA shall be responsible for:

- working closely with the TCSA Concessions Director to provide coverage for TCSA's share of Concession Stand Duty
- determining amount of hours each Team needs to provide of mandatory Concession Stand Duty
- accurately documenting and scheduling Concession Stand Duty hours for Teams and Registration Sponsorship volunteers and providing report to the Board
- creating menu's, gaining Board approval, purchasing, organizing volunteers to operate Concessions at BB Owen, Tournaments at 5 Star and the Practice Complex.
- maintaining an accurate inventory of all TCSA Concession Stand contents

- working with Treasurer to pay concessions expenses and accurately track all Concessions related financials
- providing a financial report for Concessions at every Board meeting
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President

**SECTION 10** – The *Equipment Director* of TCSA shall be responsible for:

- working closely with the TCSA Equipment Director on all issues related to the softball equipment that we will be procuring from them.
- working with TCSA to make sure there is enough chalk for the fields
- obtaining bids, gaining board approval, purchasing and distributing all softball equipment for TCSA
- maintaining an accurate inventory database of all TCSA softball equipment
- accurately tracking the equipment that has been checked out by each coach
- working with Coaches Agent to establish a schedule for coaches to return equipment at the end of the season
- producing an end of season report on the disposition of the softball equipment inventory for TCSA
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President

**SECTION 11** – The *Special Events Director* of TCSA shall be responsible for:

- obtaining Vendor Bids, presenting for Board approval, purchasing, distributing and documenting all uniforms, trophies, team photos and sponsor award plaques
- working with Public Relations Director regarding sponsor names on uniforms and sponsor reward plaques
- organizing, documenting, presenting for Board approval and leading the special events such as Opening Day Parade and Ceremonies, Closing Day Ceremonies and Tournament's
- organizing volunteers for all special events
- working with Treasurer to insure all expenses and revenue are paid/deposited and properly documented
- working with Public Relations Director on all special event fundraising issues
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President

**SECTION 12** – The *Public Relations Director* of TCSA shall be responsible for:

- identifying, documenting, presenting for Board approval, coordinating volunteers and leading all TCSA Fundraising activities
- working closely with Treasurer to insure that all fundraising monies are collected and deposited and all fundraising expenses are paid and accurately tracked
- working closely with Special Events Director on special events fundraising activities
- maintaining an accurate database of all Fundraising projects and financial results
- establishing, documenting and presenting for board approval the season sponsor offerings and forms
- collecting all completed Sponsorship Forms and monies that are submitted
- working closely with Treasurer to insure that all sponsor monies are deposited and all sponsor expenses are paid and accurately tracked
- gathering bids and gaining board approval for a banner vendor
- ordering and installing all Sponsor banners at 5 Star
- working with Special Events Director to get sponsor names on team jerseys and get sponsor plaques created and distributed
- providing an end-of-season thank you to all TCSA Sponsors
- maintaining an accurate database of all sponsor activities and financial results
- developing, documenting, presenting for Board approval an advertising strategy for TCSA, utilizing all forms of media (TV, Radio, Newspaper, Internet) and leading all advertising efforts for TCSA
- maintain accurate documentation for all advertising projects including financial results
- working closely with Businesses, Groups, Clubs, Organizations and individuals from The Colony to promote Community support for the growth of the TCSA Softball program
- providing regular reports at Board meetings for all fundraising, sponsor, advertising and community support activities
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President

**SECTION 13** – The *Webmaster* of TCSA shall be responsible for:

- organizing documenting and maintaining the content of the TCSA website and insuring that the TCSA Website adheres to the TCSA Policies and Procedures - Exhibit B - Web Security Policy
- working with Public Relations Director on all website sponsor activities
- working with Division Directors on games schedules and team standings
- working with all Board members to accurately update website content
- managing all TCSA email accounts and email forwarding
- attending all TCSA Board meetings, Special meetings and Special events
- attending all Board Member on Duty requirements
- attending all Concession Stand Duty requirements
- attending mandatory ASA ACE certification
- other duties that are assigned by the President