

LEAGUE STRUCTURE

SENIOR PROGRAM OPERATIONS COMMITTEE

DIRECTOR
(ELECTED 3 YRS - BOD)

ASST. DIRECTOR/FIELDS
(ELECTED 2 YRS)

ASST. DIRECTOR/ORDERS
(ELECTED 2 YEARS)

FUNDS COORDINATOR
(ELECTED 2 YEARS)

- The **Director of the Senior Program** will sit on the **Board of Directors (BOD)** and hold the position for a 3-year-term as stated in the Board of Directors page of these By-Laws.
- **ASST. DIRECTOR/FIELDS, ASST. DIRECTOR/ORDERS and FUNDS COORDINATOR** will serve 2-year-terms. Elections for these positions will be held every EVEN year beginning at the end of September, 2014. The new term for these positions will begin in October of 2014 for the 2015 baseball season. (future elections will take place in September of the following years: 2016, 2018, 2020, etc.)
- **BASIC RESPONSIBILITIES AND DUTIES OF THE ELECTED POSITIONS OF THE SENIOR PROGRAM.**
 - **SENIOR PROGRAM DIRECTOR. (SPD)** The Sr. Program Director will sit on the Board of Directors and adhere to the duties and responsibilities as set forth in the BOD page of these By-Laws.
 - **ASST. DIRECTOR/FIELDS. (AD/F)** The person serving in this position will be in charge of the fields in which the Sr. Program Teams utilize to include, Boyertown Area School District secondary fields. This person will report to and work closely with the V. President/Fields of the BOD. They will submit to the V. President/Fields and Senior Program Director a detailed report in September of each year as to what supplies are needed to complete field work for the upcoming season. They will work within a BOD approved yearly budget. This person will have the authority to close fields when the weather deems necessary. This person will also work closely with the senior division coaches to assure proper use and care of the fields. The Asst. Director/Fields will also be responsible for keeping inventory of all field needs such as: infield mix, lime, bases/pitching rubbers, tractor supplies, etc.
 - Proper chain of command for items needed during the season which may not be covered under the BOD approved Budget: INDIVIDUAL COACHES will alert AD/F of needed supplies; ASST. DIRECTOR/FIELDS will notify PROGRAM DIRECTOR of the proposed needs. PROGRAM DIRECTOR will alert BOARD OF DIRECTORS to get additional spending approval. At the time of approval OR denial, SPD will inform the AD/F to proceed or not; if approved, the AD/F will work with the AD/O to make those purchases.
 - **ASST. DIRECTOR/ORDERS. (AD/O)** This person will answer directly to and work closely with the Vice President/Orders of the BOD and the Senior Program Director. They will prepare and submit to V.P./Orders an itemized, detailed list of things needed for the Senior Program in September of each year. They will work within a BOD approved yearly budget. The ASST. DIRECTOR/ORDERS will not have the authority to place orders for the Senior Program unless specifically instructed by the VP/O of the BOD. Items needed by the Sr. Division include but are not limited to: League Fees; Uniforms; T-Shirts; Hats; Coaches Shirts; Team Signs; Field Equipment and Supplies. Though other volunteers in the Sr. Program may have authority to purchase needed and BOD approved supplies and equipment those purchases should be reported to the Asst. Director/Orders and Program Director to assure knowledge of said purchases.
 - **FUNDS COORDINATOR. (FC)** The Funds Coordinator of the Senior Division will work closely with and answer to the League Treasurer and the Senior Program Director. Though this person will not have check signing privileges, they will be responsible for obtaining and distributing checks for the Senior Program when needed. i.e. umpire fees, team mom expenses for fundraising, refreshment stand expenses, etc. This person will also collect monies for deposit from the Senior Program when needed. i.e. fundraising income, refreshment stand deposits, team deposits, reimbursements and any monies that come in to the various committees. Detailed financial records must

be kept by the FC and given to the League Treasurer on a monthly basis to allow reconciliation of the bank statements. The Funds Coordinator of the Senior Program will assist in preparing the yearly budget with the League Treasurer.

- **EVALUATED POSITIONS IN THE SENIOR PROGRAM:** (the following positions are not “elected” positions within the Senior Program but are deemed “evaluated positions”. These positions will be evaluated at the end of September of each year by the BOD. Any problems and/or concerns regarding a volunteer’s position will be discussed and handled at that time. If the volunteer holding an evaluated position wishes to resign, they must do so in writing / e-mail by the September meeting of the Board of Directors of that current year. Said resignation must be submitted to the SENIOR PROGRAM DIRECTOR.) The volunteers for these positions are appointed by the SENIOR PROGRAM DIRECTOR and approved by the BOARD OF DIRECTORS.
 - **TEAM MOM COORDINATOR.** The Team Mom Coordinator of the Senior Program will work closely with the Team Mom Coordinator of the Junior Program to coordinate fundraising efforts, distribution of league generated information, etc. This person will be in charge of all fundraising efforts for the Senior Program. They will solicit for and recruit individual team moms to represent each team in the Senior Program. They will hold meetings as needed to assure the best communication between BMBL and the parents/families of the League. The Team Mom Coordinator will answer to the Senior Program Director. Any checks needed and/or monies for deposit will be handled thru the Funds Coordinator in a timely manner following team mom events.
 - **TEAM REPRESENTATIVES.** Each team will appoint a “Team Rep” to serve on the Senior Program Operations Committee. These persons will attend monthly Senior Program Operations Committee Meetings and report to the committee any pertinent information from their respective teams. Senior Program teams will report directly to the Senior Program Director.
 - **OPERATIONS COMMITTEE MEMBERS AT LARGE.** The at-large members of the Operations Committee will be invited to attend monthly operations committee meetings, join in program discussions, etc. These members will be expected to assist in league functions such as (but not limited to) BMBL sponsored tournaments, field work days, opening day, etc.