

Chatfield Diamond Club Board Duties

All Executive Board Members are expected to have regular attendance at Diamond Club board meetings. During the regular season (December – May) of meetings. In the case of an absence, the member is expected to update the President on their position and all reports so he can report to the board and membership on their behalf accordingly.

Consider the following:

Positions should be held by parents that have shown a dedication and commitment to the Diamond Club through volunteerism and consistent attendance at board meetings. If the parent has an underclassman joining the program the following year, an exception can be made.

President

The President is responsible for the overall business of the Diamond Club (DC). Duties include, but are not limited to:

- Determining General Meeting times and dates, acquiring the meeting facility.
 - Once the Baseball season begins, the schedule should be reviewed to ensure a healthy attendance at meetings.
 - Determining Executive Board Meeting times and dates and acquiring the meeting facility
 - Establishing the agenda for each meeting (General and Executive).
 - Reviewing and initialing all reconciled financial statements prior to the presentation to the General Membership. This needs to be completed monthly within a week of the monthly statement cycle so that a timely presentation to the board can be done. There will be times when this is not feasible but should be an exception.
 - Communicating with Coach regarding his goals and desires regarding funding from the Diamond Club on an annual basis.
 - Periodic review to ensure the DC is on track to achieve the previously established goals.
 - Organization of field days and general work on the field and facilities.
 - Establishing the Audit Committee for the annual review of the DC financials. The President shall sit as one of the three members on the committee. This is to be done annually or whenever a Treasurer leaves office.
 - Review and approve General Meeting minutes in a timely manner prior to posting on the website.
 - Inventory all assets of the DC including but not limited to ipads, radar guns, video cameras and gloves and ensure the sign out sheets are properly completed.
 - Periodically examine physical buildings and other structures maintained by the DC to ensure the structures are in good order and pest free.
 - Provide forward thinking and introduction of ideas that will further the overall positive impact of the DC on the Chatfield Baseball program.
- Estimated hours per week this Office requires: Avg 2-3 hrs/week

Treasurer

The Treasurer (is responsible for the financials of the organization. Qualifications include a background and experience in accounting and account reconciliation. Should be familiar with and able to work in EXCEL.

Duties include, but are not limited to:

- Reconcile the bank statement and credit card statements monthly within one week of the statement cycles.
- All requests for checks or reimbursement shall have an attached invoice or receipt with appropriate approvals.
- Expenses not listed on the general budget need prior approval from the Board President
 - **Execute the spring on line fund raiser.**
 - Work with communications to notify players and parents of the upcoming fundraiser.
 - Track each team's progress for incentives.
- Tracking and communicating the profitability of each fund raiser (raffle, poker, Super Bowl, Rockies, concessions...)
 - Track player account balances – tracking King Soopers' payments, and fundraiser efforts. The account balances should be emailed to the card holders monthly by the MCC.
 - Prepare and file all applicable tax returns and filings by the deadline
 - Prepare and file all required filings (raffle licenses etc) by the deadline
 - Preparation of financials for board meetings and copying for review at meetings (all other items, agendas and previous minutes should be printed and brought for review by each attending member)
 - Work with outside accountant to ensure filings and accounts are in proper financial order and in compliance with regulations.
 - Estimated hours per week or month this Office requires: Avg 2-4 hours/week

Fundraising

The Fundraising Chairperson is responsible for coordinating all fundraising activities for the Diamond Club. Duties include, but are not limited to:

- Work with the Executive Board to determine the fundraising activities and monetary goals for the year
- Plan and execute **2 big fundraising events which currently are Wreath sales, and Bingo/Poker night (venue, food, decorations, marketing, music, prizes)**
- The fundraiser chair is responsible for the below for the Bingo/Poker night :
 - Ensure the license is current
 - Determine the date, reserving the location
 - Purchase the tickets, dividing the tickets per player and delivering them to the players
 - Set up the catering, decorations and DJ
 - Get sold tickets turned in along with the money and all unsold tickets returned

Fundraising must also:

- **Be in charge of the End of Year Banquet.** (book venue, food, sound system, and all other aspects of the banquet. Fundraising Chair is encouraged to put together a committee to help days before and the night of the event.
- Concession Stand – recruit and manage a “Concession Stand Contact” that will keep an inventory list and manage inventory and make regular runs to Costco for additional inventory.
- Fundraising will also organize 2-3 restaurant nights from Fall – Spring seasons.
- Estimated hours per week or month this Office requires: Avg 4-6 per month

Secretary

The Secretary is responsible for the historical documentation of Diamond Club activities and happenings. Duties include, but are not limited to:

- Compiling agendas monthly from the President and distributing them to the membership.
 - Taking minutes during meetings, compiling them for board approval and routing them to the membership in a timely manner
 - Reserving meeting location times with the school in advance.
 - Organizing the Team Announcement event (secure location, food, helping Treasurer set up payment options, and making sure all uniforms are ready for hand out)
 - **Organizing the Senior Game. Assigning a committee to help with all aspects of the senior game.**
 - Spring Break Tournament, and out of town accommodations.
- Estimated hours per week or month this Office requires: Avg 4 hrs a month

Sponsorship

- Obtain new sponsors /retain current.
- Work with AD on contract turn in dates and timeline for approval.
- Work with printer for banners.
- **Obtain bios from players and coaches for Annual Media Guide**
- **Set up school photo and outside photos for Annual Media guide**
- **Oversee scholarship committee.**
- Oversee all sponsor vendors.
- Oversee social shout outs for all sponsors.

Marketing/Communications Chairperson

The Marketing/Communications Chairperson is responsible for communication within the organization and the membership. Duties include, but are not limited to:

- Web site management – www.ChatfieldChargerbaseball.com is the website for the Diamond Club. Also responsible for the day to day management, upkeep and appearance of the website.

- Communication to the membership regarding: schedules, fundraising
- Outreach to incoming players and their families to keep them up-to-date and abreast of issues within Chatfield baseball.
- Public Relations: provide updates and news stories to local media (online, print, broadcast)
- Manage social media communities: Facebook, Twitter, Instagram in regards to teams, holiday, player shout outs etc.
- Estimated hours per week or month this Office requires: Avg 2hrs per week