



Columbia Valley Minor Baseball

Board of Directors

The management of the property and affairs of the local league shall be vested in the Board of Directors. The directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

The Board of Directors shall have the power to appoint such standing and special committees as it shall determine by the constitution and to delegate such powers to them as the board shall deem advisable and which it may properly delegate.

The board may adopt such rules and regulations for the conduct of its meetings and the management of the league as it may deem proper.

The board shall have the power by a two-thirds vote of those present at any regular or special meeting to discipline, suspend or remove any director or officer or committee member of the league, subject to provisions of the constitution.

Board Roles and Responsibilities

1. President

The President provides overall leadership and direction to the Association. Responsibilities include:

- Presiding over all Board and general membership meetings.
- Ensuring the Board operates in accordance with the bylaws and policies of the Association and BC Minor Baseball.
- Providing strategic guidance and oversight for all Association programs.
- Acting as the primary spokesperson and liaison with external organizations, municipalities, and governing baseball bodies.
- Supporting directors in fulfilling their duties and fostering a positive, collaborative Board environment.

2. Vice-President

The Vice-President supports the President in day-to-day leadership and assumes the President's duties when required. Responsibilities include:

- Assisting with oversight of Association operations and initiatives.
- Chairing committees or projects as assigned by the President or the Board.



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- Ensuring compliance with Association and BCMBA policies.
- Providing leadership continuity during the President's absence.

3. Secretary

The Secretary maintains official records and ensures effective Board communication. Responsibilities include:

- Managing both physical and electronic correspondence.
- Maintaining register of members and directors.
- Recording and distributing meeting minutes.
- Maintaining all official documents, correspondence, and Board records.
- Issuing required notices to directors and members.
- Ensuring proper record-keeping in accordance with bylaws and legal requirements.

4. Treasurer

The Treasurer oversees all financial matters of the Association. Responsibilities include:

- Managing bank accounts, payments, and financial transactions.
- Dispensing association funds as approved by board of directors.
- Maintaining accurate financial records and bookkeeping.
- Preparing financial reports for the Board and annual financial statements for the membership.
- Developing the annual budget and monitoring spending throughout the season.
- Ensuring compliance with financial policies and audit requirements.

5. Fundraising Coordinator

The Fundraising Coordinator leads sponsorship and fundraising efforts to support Association operations. Responsibilities include:

- Planning and executing fundraising campaigns and events.
- Soliciting sponsorships from local businesses and partners.
- Maintaining sponsor relationships and ensuring sponsor recognition commitments are fulfilled.
- Providing regular fundraising updates to the Board.



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6. Umpire in Chief (UIC)

The Umpire in Chief manages the development and administration of the Association's umpire program. Responsibilities include:

- Recruiting, training, and evaluating umpires in accordance with BCMBA and BC Baseball Umpires Association guidelines.
- Scheduling umpires for Association games and tournaments.
- Serving as the primary contact for rule interpretations, game disputes, and umpire concerns.
- Ensuring umpires have current rule books, certification, and proper equipment.

7. Coach Coordinator

The Coach Coordinator supports the recruitment and development of coaches. Responsibilities include:

- Recruiting and assigning coaches to teams.
- Ensuring coaches meet certification and screening requirements.
- Organizing coaching clinics, meetings, and development opportunities.
- Supporting coaches throughout the season and acting as their liaison to the Board.

8. Media Manager

The Media Manager oversees communication and public relations. Responsibilities include:

- Managing the Association's website, social media, and communication channels.
- Sharing important updates, news, and promotions with members.
- Creating content that reflects a positive image of the Association and its athletes.
- Coordinating with local media outlets as needed.

9. Apparel Coordinator

The Apparel Coordinator manages uniforms and branded apparel. Responsibilities include:

- Organizing the ordering, sizing, distribution, and return of uniforms.
- Maintaining inventory and coordinating with suppliers.
- Ensuring teams receive apparel in a timely manner.



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- Managing any Association merchandise sales.

10. Training Coordinator

The Training Coordinator oversees player development programs. Responsibilities include:

- Organizing clinics, skills sessions, and development camps throughout the year.
- Coordinating instructors, coaches, or guest clinicians.
- Working with the Coach Coordinator to provide age-appropriate training opportunities.
- Ensuring development programs align with BCMBA standards and LTAD principles.

11. Special Projects Coordinator

The Special Projects Coordinator manages initiatives that fall outside regular Board portfolios. Responsibilities include:

- Leading special events, facility improvements, tournaments, grant applications, or community outreach projects as assigned.
- Forming and managing volunteer committees when needed.
- Reporting progress to the Board and ensuring assigned projects meet timelines and expectations.