

EMBA Board of Directors – Job Descriptions  
All positions are volunteer positions.

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## Voting Members

### President

- a. manages the overall activities of the park
- b. works with and attends all HDBA meetings
- c. works with the city for permits/tournaments and park issues
- d. is the main point of contact for all parents/coaches
- e. oversees and works with getting sponsorships for the park
- f. works with the board and UIC when comes to disciplinary actions
- g. works with the board for scheduling to ensure a smooth season
- h. deals with all complaints and issues that arise (unless there is a designate)
- i. manages partnerships with city/cardinals/other affiliations
- j. acts as a signing authority
- k. chairs board meetings

### Vice President

- a. may be a signing authority
- b. supports the President to oversee the association
- c. acts on his/her behalf if the President is unavailable
- d. **secures permits, liaison to the city, creates the practice schedule/park master schedule, reschedules rain outs (when possible), books batting cage**

### Treasurer

- a. tracks all accounts payable/receivable
- b. reports/updates the board at meetings and as needed
- c. is a signing authority

### Secretary

- a. sends out reminders of meetings
- b. creates the agenda based on last meeting minutes and standing agenda items
- c. takes minutes at meetings
- d. sends out minutes of meetings
- e. Sends out mass emails

### Registrar

- a. inputs all player information into the master registration sheet
- b. may make decisions (in consultation with the President) around late entries or players changing teams
- c. creates a team version of the master
- d. sends the team version out for midsummers/city/s
- e. completes the affiliation sheet for the city each year
- f. **creates the call up list for each division**
- g. **Assist in uniform sizing, ordering and distributing**
- h. **Compile list for central database with baseball Ontario**

- i. **Assist with select team lists**
- j. **Assist in making teams**
- k. **Help organize and run registration days and evaluation days**

#### Park Manager

- a. ensures that the diamonds, equipment bins and batting cages are kept in good working order by our teams
- b. is on call to open the canteen or equipment sheds if needed

#### Player/Personnel Director (including Coach Support and Development) - **possibly made into Co-VP**

- a. fields questions from coaches around resources or support needed
- b. responds to conflicts involving coaches, parents and/or players (in consultation with the President)

#### Public Relations Director

- a. posting information in a timely manner through the website and social media
- b. contacts the media when needed and directed by the board
- c. responds to media requests when needed and directed by the board

#### Umpire in Chief (appointed – must be at least Level 1 certified)

- a. oversees the training and mentorship of EMBA umpires
- b. keeps a list of current/active umpires and shares this list with the President (and updates/new contacts as needed)
- c. schedules umpires for games/tournaments – all umpire schedules need approval 2 weeks in advance by the President (emergencies excepted)
- d. submits umpire time sheets for payment (sheet must include game, date/time and umpire name)

#### **Non-Voting Positions**

##### Volunteer Coordinator

- a. solicits and schedules volunteers for the canteen, tournaments and opening/closing day

##### Equipment Manager

- a. checks all equipment before the start of the season to determine what additional equipment is needed
- b. divides equipment into team bags
- c. tracks equipment bags (sign in/out)
- d. is the contact for equipment requests during the season (to be brought to the President for approval)

##### Canteen Manager

- a. stocks the canteen
- b. is responsible for tracking stock

- c. organizes volunteers for the canteen (this could be handled by the volunteer coordinator)
- d. is on call for cancellations and re-bookings

#### Select Advisor

- a. oversees the tryouts with the assistance of the rest of the executive
- b. coordinates the selection of select coaches
- c. meets with the select coaches to review the select policies and budget
- d. ensures that payments are made to the President on time
- e. ensures rosters are submitted to the governing association
- f. acts as a support person to the coaches

#### Sponsorship

- A. securing as many sponsors as possible to keep registration costs down, cover the cost of umpires, required equipment and diamond permits issued by the City of Hamilton.
- B. ensure sponsors are highlighted within EMBA
- C. Deliver them a thank you plaque at the end of the season

#### Webmaster

- a. keeps the website up to date with current updates, documents and contact information

#### Division Representatives

- a. act as general directors and attend board meetings to ensure all divisions are represented and their needs are met
- b. may solicit volunteers from their division for events
- c. may act as a conduit of information to and from the board for their division
- d. **collect vulnerable sector checks, zero tolerance policies, report on the use of diamonds when available to be at the diamonds.**

#### other possible positions

1. **tournament organizer - liaison to HDBA regarding tournament schedule, creates volunteer schedule for setting up diamonds/conveening. Is available for each day/night during the tournament**
2. **t-ball coordinator - facilitates the mass practices (typically a coach does it but I think we need to have executive presence). They don't necessarily need to coach any drills but if they could create the practices, make sure the coaches are doing what they need to do and be the point of contact for parents to make sure they bring their kids to practice.**