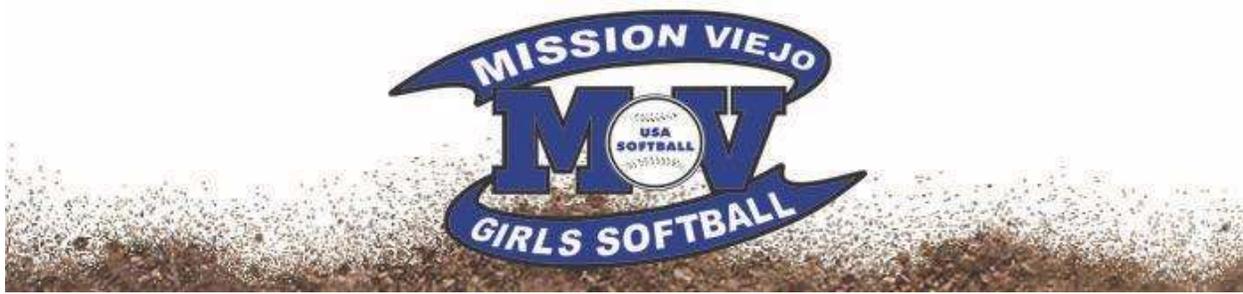
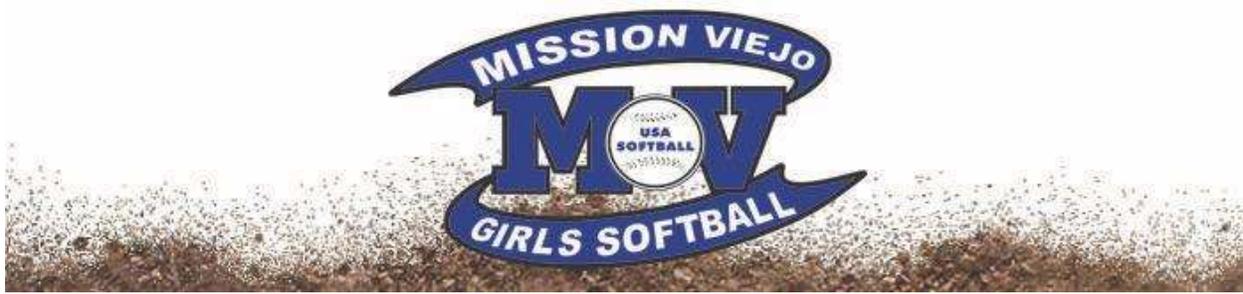


Thank you for your interest in serving on the Mission Viejo Girls Softball (MVGS) Board of Directors. This document provides a summarized description of the duties performed by each board member. For more detailed descriptions & responsibilities of board positions, please contact the MVGS Election Committee.

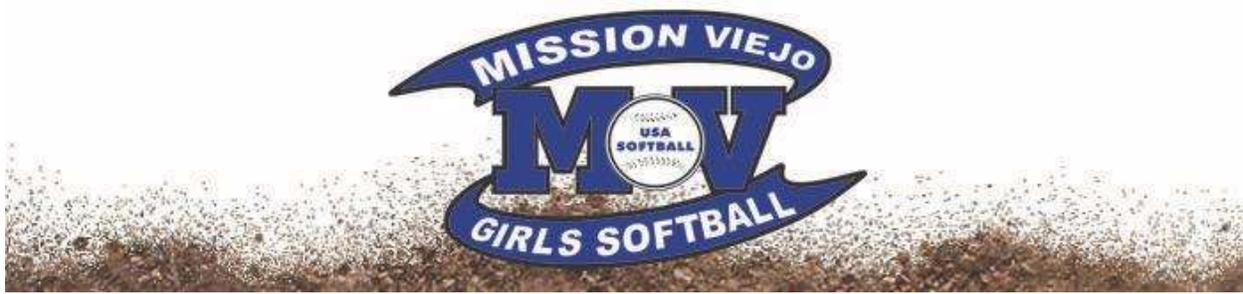
Please also understand that as a volunteer-based, not-for-profit organization, responsibilities held by each board member may be subject to slight changes as needed with oversight from the Executive Board. In addition to individual responsibilities, all board positions require a commitment to attend all monthly board meetings (unless otherwise indicated), communicate regularly with the Executive Board members, and attend and volunteer at all (but not limited to) the following events: FALL and SPRING ASSESSMENT/SKILLS DAYS, SPRING & ALL STAR PARENT MEETINGS, SPRING OPENING DAY, ALL MVGS SPONSORED TOURNAMENTS (Recreation, Select, and All-Star seasons).



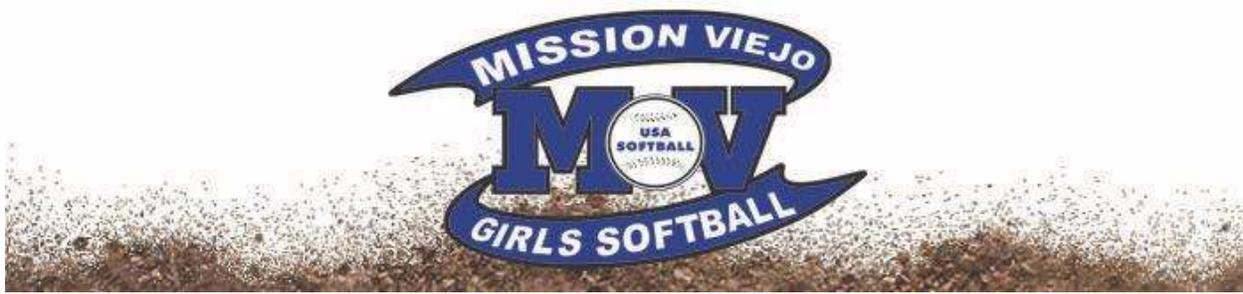
BOARD POSITION	<p style="text-align: center;">POSITION DESCRIPTION AND DUTIES (For 2020-2021 Election) * indicates EXECUTIVE BOARD MEMBER (must be present for executive committee meetings and disciplinary hearings)</p>
<p style="text-align: center;">PRESIDENT*</p>	<p>The president officially represents MVGS. This position requires regular meetings and communication with USA softball and other league presidents. The president presides over all parent and board meetings, represents MVGS with all state, county and city functions. Manages the overall functions of MVGS. The president does not have a vote (nor does he/she add to the quorum for attendance) unless a vote is tied. In order to run for the president, it is strongly recommended to have served on the MVGS Board for at least one year in the past.</p>
<p style="text-align: center;">VICE PRESIDENT*</p>	<p>The vice president (VP) steps in for the president in his/her absence. The VP also supervises the league’s safety program including collection of accident reports and filing insurance claims. The VP collaborates with the city liaison and president to execute the league drafts with program directors. In order to run for VP, it is strongly recommended to have served on the MVGS Board for at least one year in the past.</p>
<p style="text-align: center;">SECRETARY*</p>	<p>The secretary maintains all official documents and records, schedules all board meetings, creates and distributes all board agendas and meeting minutes. The secretary is also on the executive committee and required at any executive meetings, disciplinary committee hearings, as well as any other committee meetings in which voting will take place and minutes need to be taken (i.e. budgeting and All-Star committees.) In order to run for secretary, it is strongly recommended to have served on the MVGS Board for at least one year in the past.</p>
<p style="text-align: center;">TREASURER*</p>	<p>The treasurer manages all financial records and accounts, provides monthly financial reports to the board, prepares all tax documents, pays league bills, creates and manages annual budget, notifies cautionary spending and other financial obligations to the league. In order to run for treasurer, it is strongly recommended to have experience with accounting spreadsheets and served on the MVGS board for at least one year in the past.</p>



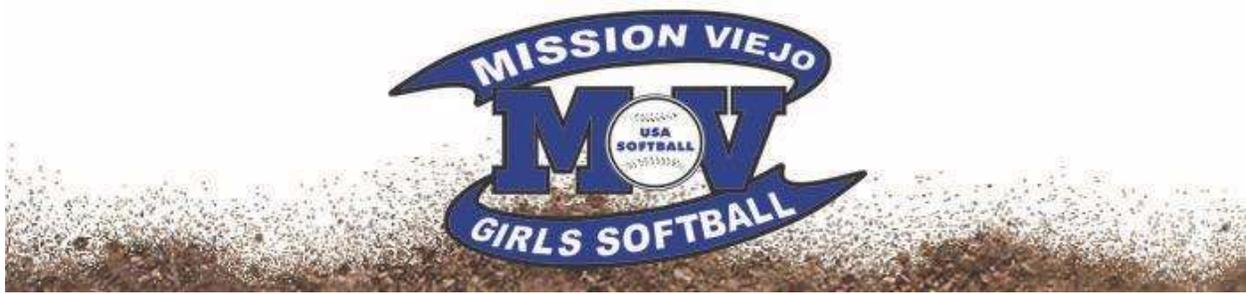
BOARD POSITION	<p style="text-align: center;">POSITION DESCRIPTION AND DUTIES (For 2020-2021 Election) * indicates EXECUTIVE BOARD MEMBER (must be present for executive committee meetings and disciplinary hearings)</p>
DIRECTOR OF TRAINING*	Schedule and coordinate all player and coach training. Coordinate with the program directors to assess the needs of the athletes and provide resources as needed.
REGISTRAR	The registrar monitors, processes and helps answer any questions related to player registration. This includes managing the online registration site, processing payments, and working with the program directors and president to ensure all divisions are monitored and closed as appropriate. Works individually with parents on payment plans if needed. Evaluates registration against previous years and record keeping of registration fees. Registration includes Fall Recreation, Fall Select, Spring Recreation, Spring Select, and the All-Star program.
DIGITAL MARKETING AND YEARBOOK DIRECTOR	Recruits and coordinates photographers for each team and individual photos at the start of All Stars, Fall Rec/Select, Spring Rec/Select. He/she also is responsible for negotiating quotes and deadlines with photographer for player packages and reporting to the board for approval. He/she also collects and organizes digital proofs of team photos for yearbook compilation. Social media & email blasts for announcements, promotion and marketing of the league are generated by this director to generate broader awareness, interest, and interactive nature within MVGS and other softball organizations.
TEAM ADMINISTRATOR (TA) DIRECTOR	The team administrator (TA) director is the liaison between the league and the team TAs. He/she is responsible for explaining basic softball team organizing information to new TAs, distributing game and practice schedules, team snack bar schedules, updates, expected responsibilities, and information to each of the TAs throughout each season. Most communication is done via email except for facilitating a TA meeting at the beginning of the spring season. There is heavy communication throughout the year with TAs concerning scheduling and the TA director is expected to convey TA concerns to board members as well.



BOARD POSITION	<p style="text-align: center;">POSITION DESCRIPTION AND DUTIES (For 2020-2021 Election) * indicates EXECUTIVE BOARD MEMBER (must be present for executive committee meetings and disciplinary hearings)</p>
<p>PROGRAM DIRECTOR (PD) (6U, 8U, 10U, 12U & 14U)</p>	<p>The program director (PD) is a mentor and mediator for his/her respective age division (14U, 12U, 10U, 8U, 6U). He/she is responsible for working with other PDs to organize and conduct spring and fall skills/assessment days. He/she ensures there are enough coaches to manage the number of teams; works with the registrar to ensure players are registered on time and correctly; manages and collects information on disputes between managers, coaches, and parents; reports to the managers about the processes for player selection for Select and All-Star seasons, for the division which includes coach/manager selection, drafts and All-Star selection; ensures all coaches and TAs have the appropriate and up to date documentation and certifications before stepping on the field.</p> <p>Division PDs are not eligible to serve in the same division where his/her daughter plays in.</p>
<p>SPECIAL EVENTS DIRECTOR</p>	<p>He/she is responsible for obtaining and distributing awards in conjunction with PDs, including trophies for league participants and teams, and ordering trophies and trading pins/tags for All-Star teams and MVGS-hosted tournaments. He/she works closely with city liaison to securing proper permits/payments for special vendors in addition to securing vendor contracts for special events (tournaments, opening day), may include: balloons, food vendors, portable potties, dumpsters, security, trophy & plaque orders, & team Angels tickets.</p>



BOARD POSITION	<p style="text-align: center;">POSITION DESCRIPTION AND DUTIES (For 2020-2021 Election) * indicates EXECUTIVE BOARD MEMBER (must be present for executive committee meetings and disciplinary hearings)</p>
TOURNAMENT & SCHEDULING DIRECTOR	<p>He/she works closely with the city liaison, executive committee, PDs, and TA director in scheduling games, tournaments, volunteer shifts, and board duty shifts. Must be familiar with Tourney Machine and have knowledge of bracket play. He/she prepares for tournaments including organizing pool play games, publishing tournament rules and is also present at all tournament tables to oversee pool play and bracket schedules, logging scores, determining team placements & rankings, being available to umpires and other leagues to answer questions related to tournament rules and aiding to check-in teams, distribute game balls, etc.</p>
SNACK BAR DIRECTOR	<p>The snack bar director is responsible for maintaining the league's snack bar throughout the year. He/she prices out menu items to ensure profit for league, purchases food, beverages and supplies, ensuring proper food handling procedures including wrapping, labeling, dating, stocking, storing and rotation of product; maintains cleanliness of snack bar, trains new volunteers including credit card procedures, recipes and equipment use. He/she contacts food vendors for special items to be sold from the snack bar. He/she also works closely with the TA director to ensure proper management of snack bar and volunteer shifts.</p>
FIELDS & EQUIPMENT MANAGER	<p>He/she works with the city and oversees the maintenance and preparation for all fields for games & league practices. Ensures game chalk availability; ensures field equipment is operational and maintenance of vehicle (gator). Ensures all field storage areas are clean, secure and have the required equipment inside (nets, bases, chalkers, etc).</p>
UMPIRE IN CHIEF (UIC)	<p>Manages and schedules all umpires for games. The UIC is knowledgeable in both league and USA softball rules and ensures that all managers are working within the rules. Monitors the performance of all contracted umpires and coordinates game schedules and locations with PDs.</p>



BOARD POSITION	<p style="text-align: center;">POSITION DESCRIPTION AND DUTIES (For 2020-2021 Election) * indicates EXECUTIVE BOARD MEMBER (must be present for executive committee meetings and disciplinary hearings)</p>
SPONSORSHIP & FUNDRAISING DIRECTOR	<p>Manages fundraising activities and sponsorships that allow our league to supplement our registrations fees. This director maintains a list of current and past league and team sponsors in spreadsheets and contacts them by email and in person as needed. Solicits and manages new and ongoing sponsors for the league and follows up with team managers to ensure they obtain sponsors each season. Maintains and provides an official list of sponsors and procures, hangs and removes banners from Craycraft Park. Communicates with MVGS vendors and webmaster to ensure sponsors receive proper recognition. Organizes league fundraisers each season (dine-out nights, yearbook space, etc.).</p>
UNIFORM / SPIRITWEAR DIRECTOR	<p>The uniform/spiritwear director is responsible for collecting bids, negotiating, ordering, receiving and distributing team uniforms and spiritwear for MVGS. Coordinates with the TA director to ensure timely distribution of uniforms and spiritwear.</p>
WEBMASTER	<p>Updates and maintains league website.</p>