



CBA Board Members Roles & Responsibilities

Effective: *October 2018*

Position	Voting/signatory	Election Year
1. President	Yes/Yes	Even
2. Vice President	Yes/Yes	Odd
3. Treasurer	Yes/Yes	Even
4. Secretary	Yes/Yes	Odd
5. Registrar	Yes	Even
6. Director of Sponsorships	Yes	Odd
7. Director of Marketing & Communications	Yes	Even
8. Director of Scheduling	Yes	Odd
9. Director of Rep	Yes	Even
10. Director of Select	Yes	Even
11. Director of House League	Yes	Odd
12. Director of Jr. House League	Yes	Odd
13. Director of Blastball	Yes	Even
14. EOBA Representative	Yes	Even
15. House League Director of Player & Coach Development	Yes	Odd

Non-voting, annual volunteer positions

Position
Umpire in Chief
Equipment Manager
Director of Uniforms
Director – Picture Day

PRESIDENT	Current Appointment
Voting Position	[name] Approximate time commitment: 8hrs / wk
Key Responsibilities	
<ul style="list-style-type: none"> • Ensure all Executive and Directors fulfil their responsibilities • Be one of the signing officers • Hold regular monthly meetings of Executive • Votes on motions where a tie has been determined • Has an assigned CBA laptop • Has a CBA dedicated email address 	
Affiliations	<ul style="list-style-type: none"> • Can sit on all other committees as an unofficial member • EOBA, EOSBA

VICE PRESIDENT	Current Appointment
Voting Position	[name] Approximate time commitment: 5hrs/wk
Key Responsibilities	
<ul style="list-style-type: none"> • Liaises with President to maintain functionality of league • In the absence of the president, acts in place of the president • Be one of the signing officers • Has a CBA dedicated email address 	
Affiliations	<ul style="list-style-type: none"> • Sits on Release, Discipline and Rules Committees

SECRETARY	Current Appointment
Voting Position	[name] Approximate time commitment; 5hrs/wk
Key Responsibilities	
<ul style="list-style-type: none"> • Attend all meetings of the Executive recording all of the facts and minutes of such meetings. Maintain minutes of meetings and provide Executive & Directors with a copy of the minutes • Be custodian of all books, recordings, contracts and order documents belonging to the association • Facilitate general correspondence from the public to the appropriate board member(s) and keep on track of all such correspondence • Give all notices, bulletins etc. to the Executive regarding any business pertaining to them • Ensure every member of the board has access to current copies of the: Constitution, By Laws and playing rules, committee terms of reference, policies and procedures • Coordinates activities and documents for the Annual General Meeting • If Secretary is not present, someone to be appointed at meeting to take the minutes • Be one of the signing officers • Has an assigned CBA laptop • Has a dedicated CBA email address 	

Affiliations	<ul style="list-style-type: none"> • Director of Rep – securing copies of all Releases received • President – securing and maintaining records
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TREASURER	Current Appointment
Voting Position	[name] Approximate time commitment: 5-10hrs/wk (peak periods: Nov-Dec, Feb-Aug)

Key Responsibilities	
<ul style="list-style-type: none"> • Keep full and accurate accounts of all financial matters (accounts receivable and payable, receipts, etc.) • Report monthly to the Executive the current financial status' • Deposit all monies or other valuable effects to the credit of the association in such bank or banks as may from time to time be designated by the CBA. • Disburse the funds of the CBA under the direction of the CBA Executive and established budgets, including payment of honorariums, reimbursements (e.g. coaching clinics), tournament costs (e.g. convenor) and umpire fees • Establish accounting expectations for coaches/teams annually, participate in ongoing coaching meetings/communication to ensure compliance • Uses Quickbooks to assist with the in and out of funds - creating reports for individual categories (equipment/registration/umpires etc.) • Be one of the signing officers • Ensure EOBA Insurance has been obtained for the association members (e.g. players, umpires, etc.) • Has an assigned CBA laptop • Has a dedicated CBA email address 	

Specific tasks relating to community bank accounts and coach/team expenses

Coaches/Managers meeting October - after AGM

Topics for discussion:

- bank accounts - fundraising - expectations - budgets
- Contact info for coaches and managers
- Coaches clinics, reimbursement rules
- Monthly submissions of expense items - financials

Managers meeting in January - - submitting scores - tournaments - fundraising

Managers meeting in April - financials

All expenses will be done on a monthly basis - items/receipts must be in by the 25th of each month to be processed

Affiliations	Directors of Rep and Select establish and report on the compliance of coaches Meets with Coaches to communicate policies/procedures/templates/expectations
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REGISTRAR	Current Appointment
Voting Position	[name] Approximate time commitment: 5-10hrs/wk Peak periods: Feb-May, Aug-Sept

Key Responsibilities	
<ul style="list-style-type: none"> • Responsible for the proper registration of all players and coaches (e.g. fee payment, police checks) for all programs and try-outs • Establish controls to ensure proof of age as necessary • Roster registered players into teams for House League programs • Submit rosters for Rep, Select and Elite teams with EOBA/EOSBA • Maintain a listing of all registered players, coaches, team rosters, and be the official source of information with respect to the same. • Has a dedicated CBA email address 	

Affiliations	All division Directors (e.g. House League, Select, Rep, etc.) Treasurer, Secretary, Director of Marketing & Communications
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DIRECTOR OF SPONSORSHIPS	Current Appointment
Voting Position	[name] Approximate time commitment: Peak period: Nov-April

Key Responsibilities	
<ul style="list-style-type: none"> • To actively seek new sponsors for the association • To be a liaison with sponsors • Liaising with the Director of Marketing & Communications for events that sponsors could be present at • Delivery of sponsor plaques, other memorabilia after picture date • Ensuring payment is made by liaising with Treasurer • Maintain a list of sponsors (active, past, present) including those for Rep/Elite teams • Provide sponsor links/logos and advertisements through CBA webpage, social media • Bring forward proposals, feedback to the Executive to support sponsorships and relationships with sponsors • Has a dedicated CBA email address 	

Affiliations	All division Directors (e.g. House League, Select, Rep, etc.) Treasurer, Director of Marketing & Communications
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DIRECTOR OF MARKETING & COMMUNICATIONS	Current Appointment
Voting Position	[name] Approximate time commitment: 2hrs/wk
Key Responsibilities	
<ul style="list-style-type: none"> • Advises on the Executive on branding and recognition of brand (e.g. through use of logo, colours, banners, corporate products) • Develops and deploys standard messaging and responses through social media, web and other platforms • Assists in the development of materials for public consumption (e.g. advertisements, flyers, recruiting tools, AGM materials, media posts) • Coordinates attendance and displays for events, such as Sport & Leisure fairs • Report to board on branding and public feedback • Has a dedicated CBA email address 	
Affiliations	Director of Sponsorships, program Directors, Executive

DIRECTOR OF SCHEDULING	Current Appointment
Voting Position	[name] Approximate time commitment: 8-10hrs/wk Peak periods: Feb-September
Key Responsibilities	
<ul style="list-style-type: none"> • Reports on scheduling to division Directors and the CBA Board • Produce all house league programs regular and playoff schedules (e.g. allocation of team schedule, diamond schedules) • Provides diamond availability for Rep/Select/Elite scheduling processes (home games and practices) • To reschedule any games not played on original date scheduled • Liaising with the Municipality for field use, permits and scheduling needs • Maintains records of all permits received, permits use/not (e.g. rain outs), changes requested/status of requests • Attends municipality field use meetings (usually twice annually) • Communicates schedules and updates to league directors (house league programs) and coaches (Rep/Select/Elite programs) • Has a dedicated CBA email address 	
Affiliations	All division Directors (e.g. House League, Select, Rep, etc.) Treasurer, Director of Marketing & Communications, Municipality of Clarington

DIRECTOR – HOUSE LEAGUE	Current Appointment
Voting Position	[name] Approximate time commitment: 5-10hrs/wk Peak period: Feb-August
Key Responsibilities	
<ul style="list-style-type: none"> • Directs the Operations of the House League • Recommends to the Executive the number of teams for each age season commencing • Distribution of House League regular season and playoff schedules to coaches • Provides information/direction and support to House League coaching, and families • Assists with the coordination of Player and Coach Development activities for House League (e.g. winter workouts, clinics, etc.) • Hold pre-season meeting for coaches, provides key information and supports for the season • Report on House League activities at Executive meetings, • Preparation of House League budgets • Plans and hosts the annual end of season Awards Night for all divisions • Has a dedicated CBA email address 	
Affiliations	House League Coaches, Treasurer, Director of Scheduling, Director of Marketing & Communications, UIC Registrar – selection of coaches and team assignment

DIRECTOR OF REP BASEBALL	Current Appointment
Voting Position	[name] Approximate time commitment: 10-12hrs/wk Peak periods: Mar-Oct
Key Responsibilities	
<ul style="list-style-type: none"> • Organizes fall tryouts for following season • Directs the operation of the Rep and Elite programs • Solicit coaches and coordinate coaching selection process • To liaise with coaches, lead regular coaches meetings • Report on Rep activities at Executive meetings • Preparation of Rep, Elite budgets • Coordinate, with the Equipment Manager, acquisition/allocation of appropriate equipment for teams, establishing as needed standard equipment lists and budgets • Supports the development of Coaches and Players in the Rep, Select, and Elite programs through coordination of clinics, development days, other activities • Ensures coaches have proper accreditation in Baseball Canada courses • Attends the EOBA AGM as a representative of CBA • Plans and hosts the annual end of season Awards Night for all divisions • Has a dedicated CBA email address 	
Affiliations	Rep Coaches, Treasurer, Director of Scheduling, Director of Marketing & Communications, UIC Sits on the Release Committee Sits on Coach Selection Committee

DIRECTOR OF SELECT BASEBALL	Current Appointment
Voting Position	[name]
Key Responsibilities	
<ul style="list-style-type: none"> organises fall tryouts for following season Directs the operation of the Select program Solicit coaches and takes part in coach selection / team assignment To liaise with coaches, lead coaches meeting(s) Recommends to the Executive the number of teams in each division prior to season start Report to board on seasonal aspects of games Ensures coaches have proper accreditation in Baseball Canada courses Attends EOSBA meetings representing the CBA Plans and hosts the annual end of season Awards Night for all divisions Has a dedicated CBA email address 	
Affiliations	Select Coaches, Treasurer, Director of Scheduling, Director of Marketing & Communications, UIC

DIRECTOR OF JR. HOUSE LEAGUE	Current Appointment
Voting Position	[name] Approximate time commitment: 5-10hrs/wk Peak period: Mar-Aug
Key Responsibilities	
<ul style="list-style-type: none"> Directs the operation of Tball/ 4 Pitch / Rookie 4-Pitch programs (comprising 'Jr. House League') Distribution of regular season schedules to coaches Provides information/direction and support to Jr. House League coaching, and families Assists with the coordination of Player and Coach Development activities for Jr. House League (e.g. skills workshops for coaches) Hold pre-season meeting for coaches, provides key information and supports for the season To liaise with coaches, lead coaches meeting(s) Solicit coaches sufficient to support all teams Recommends to the Executive the number of teams in each division prior to season start Report on all Jr. House League activities at Executive meetings Preparation of Jr. House League Budgets Plans and hosts the annual end of season Awards Night for all divisions Has a dedicated CBA email address 	
Affiliations	T-Ball, 4-Pitch, Rookie 4-Pitch Coaches, Treasurer, Director of Scheduling, Director of Marketing & Communications Registrar - selection of coaches and team assignment

DIRECTOR OF BLASTBALL		Current Appointment
Voting Position		[name] Approximate time commitment: 2-3hrs/wk Peak period: Apr-Jul
Key Responsibilities		
<ul style="list-style-type: none"> • Directs the operations of the Blastball program • To arrange schedule with Director of Scheduling • Solicit coaches sufficient to support all teams • To liaise with coaches, lead coaches meeting(s) • Report on Blastball activities at Executive meetings • Preparation of Blastball budgets • Plans and hosts the annual end of season Awards Night for all divisions • Has a dedicated CBA email address 		
Affiliations	Blastball Coaches, Treasurer, Director of Scheduling, Director of Marketing & Communications Registrar - selection of coaches and team assignment	

EOBA Representative		Current Appointment
Voting Position		[name] Approximate time commitment: 5hrs/mth
Key Responsibilities		Affiliations
<ul style="list-style-type: none"> • Attends all CBA Executive meetings • Provides feedback from the EOBA to the Executive • Attends EOBA monthly/annual meetings representing CBA • Brings forward concerns / feedback from CBA to EOBA 		
Affiliations	Directors of Rep, Select Executive	

HOUSE LEAGUE DIRECTOR OF PLAYER AND COACH DEVELOPMENT		Current Appointment
Voting Position		[name]
Key Responsibilities		
<ul style="list-style-type: none"> • Facilitate proper implementation of player development programs in house league (Blastball, Jr. House League, House League) • Recommend to the Executive activities to support the growth of players and coaches within the CBA • Preparation of budgets with respect to development programs or activities annually • Plans training / events for Coaches and Players with a focus on transferring key skills that will continue to support the development of youth (e.g. coaching clinics, winter workouts, skill clinics, development days/events) 		
Affiliations	Coaches and Directors in Blastball, Jr. House League and House League, Treasurer	

UMPIRE IN CHIEF	Current Appointment
Non-Voting Position	[name] Approximate time commitment: 8hrs/wk Peak periods: Feb-Apr, June-August
Key Responsibilities	
<ul style="list-style-type: none"> • Prepare schedule of Umpire assignments ensuing adequate coverage for all scheduled games, tournaments and playoffs • Prepare and submit timely detailed billings for officials services for payment to officials • Recommends rates for officials to the Executive prior to commencement of season play • Facilitate clinics for umpires, umpire mentoring and evaluations • Reports on umpire activities to the Executive • Has a dedicated CBA email address 	
Affiliations	Umpires, Director of Scheduling, Director of Rep, Director of Select, Director of House League Sits on the Rules Committee

TOURNAMENTS COORDINATOR	Current Appointment
Non-Voting Position	[name]
Key Responsibilities	
<ul style="list-style-type: none"> • Organize the submission and selection of teams for tournaments, including facilitating online registration and payments • Coordinate hand off of tournament plan and schedule to the selected Convener(s) prior to tournament • Supply information of up-coming events for publicity to the Director of Marketing & Communication, EOBA, EOSBA as applicable • Coordinate with Director of Scheduling for permits, and fields for events • Coordinate with the UIC for the provision of needed officials 	
Affiliations	Director of Scheduling, Director of Rep, Director of Select, Director of House League, UIC

DIRECTOR OF PICTURE DAY	Current Appointment
Non-Voting Position	[name]
Key Responsibilities	
<ul style="list-style-type: none"> • Coordinate with photographer on scheduling of teams • Follow up on delivery of photographs and ensure coaches receive them 	
Affiliations	Directors of all divisions, Director of Marketing & Communication, Treasurer

DIRECTOR OF EQUIPMENT	Current Appointment
Non-Voting Position	[name]
Key Responsibilities	
<ul style="list-style-type: none"> • Ensure sufficient supply of equipment to operate all divisions • Prepare equipment budget(s) • Purchase equipment as required in accordance with approved budgets • Dispense and collect league equipment each season • Maintain records on equipment, state of equipment, and it's disposition • Evaluate League equipment at the end of each session and arrange for repairs as required • Arrange for sale / disposal of worn out or unnecessary equipment • Facilitates booking of batting cages for CBA teams using online booking setup • Reports on equipment to the CBA Executive • Has a dedicated CBA email address 	
Affiliations	Coaches and Directors of all divisions

DIRECTOR OF UNIFORMS (HOUSE LEAGUE)	Current Appointment
Non-Voting Position	[name]
Key Responsibilities	Affiliations
<ul style="list-style-type: none"> • To solicit quotations for uniforms by providing necessary information to prospective providers, following established procurement rules and procedures • Preparation of uniform budgets • Recommends to the Executive vendor(s) for provision of uniforms • Ordering of new shirts hats etc. for all leagues • Facilitate the distribution of uniforms each season 	
Affiliations	Directors of all divisions, Treasurer, Director of Sponsorships