



# ARROWHEAD LITTLE LEAGUE

## Board Positions & Responsibilities

### Required positions for Little League Baseball, Inc. Charter.

**President**..... Entire Operation of League, Coach, Player, & administrative issues.  
**Vice President**..... Assists President with operation of League.  
**Secretary** .....Records information from all meetings. Handles League correspondence.  
**Treasurer**..... All financials of League. Prepares Monthly Financial statements.  
**Safety Director**..... Assures that fields & equipment are maintained for player safety.  
**Chief Player Agent** .....General operation of all Divisions; including Managers & players.  
**Information Officer**..... League newsletters, maintains League website. Liaison with local newspapers and publications.

### Positions currently held by Arrowhead Little League Volunteers

**JR/SR Player Agent** ..... Operation of Jr/Sr. Division including Managers & players.  
**Umpire Coordinator** ..... Recruiting/scheduling volunteer umpires or Umpire Service. Arranges Rules Clinic. Resolves rules disputes/protests during season.  
**Field Coordinator**..... Obtains permits for all fields. Schedules field usage. Attends School District & City meetings as needed. Liaison between schools & cities regarding field usage. Arrange for equipment as needed at each field.  
**Equipment Manager**..... All equipment & uniforms for the League.  
**Events Coordinator**..... All major league wide events including Opening Day.  
**Sponsors** .....Responsible for overseeing the acquisition and coordination of all league sponsors and donations.  
**Field Maintenance**.....Responsible for upkeep of existing facilities, training of volunteers on field maintenance, and coordinate / oversee any special facility projects.