

Executive Board Positions

There are 12 executive board positions to be filled. They are listed below.

1. **President**
2. **Vice President**
3. **Secretary**
4. **Treasurer I**
5. **Treasurer II**
6. **Safety & Security Officer**
7. **Upper Field Coordinator**
8. **Lower Field Coordinator**
9. **Hudson Mohawk Coordinator**
10. **Field Maintenance Coordinator I**
11. **Field Maintenance Coordinator II**
12. **Public Information Coordinator**

President

Preside at all meetings of the General Membership and the League Board of Directors.

Be an ex-officio member of all Board Committees.

Administer the rules, policies and principles of the League.

Vice President

Assist the President with any duties as assigned by the President.

Assume all of the duties of the President in the President's absence.

Act as *Umpire and Chief.

*additional explanation available upon request.

Secretary

Keep the minutes of all General Membership meetings and all meetings of the Board of Directors.

Maintain the official records of the league, including but not limited to the Articles of Incorporation, The Constitution and by-laws.

Conduct official correspondence of the League.

Send out notices of all meetings.

Treasurer I

Receive, account for and deposit all monies for the League in the name of Colonie Girls Softball League, Inc. in a bank approved by the Board of Directors.

Keep an itemized account of receipts and disbursements and maintain books in an orderly fashion.

Give written report of account balances, income and expenses at regular meetings of the Board of Directors and General Membership meetings.

The treasurer shall be bonded for any misappropriations in connection with his/ her financial responsibilities.

Treasurer II

Performs all tasks of Treasurer I in their absence (as listed above). Review all income & expenses as requested in any dispute regarding the appropriation of funds obtained or funds dispensed and reports to the Board of Directors.

Safety & Security Officer

Maintains an updated copy of the CGS League emergency plan. Has available at the CGS Softball Fields Concession for anyone to review for proper emergency procedures in the event of an emergency. Ensures that Emergency equipment (first aid kit's & AED) are available and in proper working order at the beginning of each season at the Concession stand (First- aid kit & AED) and Upper Field Shed (First- aid kit ONLY).

Ensures that all Managers, Coaches and Athletes know where this equipment is located.

Enforces the STRICT POLICY that ABSOLUTELY NO VEHICLES OR OBJECTS BLOCK ANY ENTRANCE TO THE PARK, BALL FIELDS OR CONCESSION STAND.

Upper Field Coordinator

Ensures that all Major Prep and Major teams, Managers and Coaches are given their field assignment prior to each game for the Spring Rec season, Fall Ball season and Tournaments when hosted.

Coordinates with Field Maintenance what fields are available for practices, games and tournaments

when hosted.

Ensures communication of ANY field changes needed or requested for practices, games, tournaments to be held and are verified with Field Maintenance, and ALL Major Prep and Majors teams, Managers, Coaches.

Lower Field Coordinator

Ensures that all Mini-Minor and Minor teams, Managers and Coaches are given their field assignment prior to each game for the Spring Rec season, Fall Ball season and Tournaments when hosted.

Coordinates with Field Maintenance what fields are available for practices, games and tournaments when hosted.

Ensures communication of ANY field changes needed or requested for practices, games, tournaments to be held and are verified with Field Maintenance, and ALL Mini-Minors and Minors teams, Managers and Coaches.

Hudson Mohawk Coordinator

Coordinate any and all umpire interactions including rec, Fall Ball and travel. Is the primary contact and the President will be the only other contact as back up for this.

Attend all Hudson Mohawk meetings and report back to the CGS League board.

Primary contact between Hudson Mohawk and the CGS League. This includes reporting to HM how many teams for travel and rec the League has, as

well as, registering rec and travel teams with ASA. Reporting to HM what travel teams the League has and what age divisions.

Assist with other town league coordinators during tournaments hosted at CGS fields to ensure the tournaments run smoothly.

Field Maintenance Coordinator I

Works with Softball Operations & Field Consultant Committee to ensure all fields are maintained properly, and in safe order for use during practices, games and tournaments.

Works with team managers and coaches to ensure mowing, raking, lining/chalking, garbage removal, what ever pertains to the opening or closing of fields, and that field gates are secured at the start of or after the finish of games or tournaments.

Field Maintenance Coordinator II

Performs all Field Maintenance Coordinator I functions in their absence. Which include, working with Field Operations & Field Consultant Committee to ensure all fields are maintained properly, and in safe order for use during practices, games and tournaments.

Works with team managers and coaches to ensure mowing, raking, lining/chalking, garbage removal, what ever pertains to the opening or closing of fields, and that field gates are secured at the start of or after the finish of games or tournaments.

Public Information Coordinator

Position Responsibilities: to include but not limited to:

Form and arrange for circulation, messages/ announcements for CGS League to be posted on social media sites, posters for bulletin boards in the community (at places such as stores, gyms, membership halls, etc.) Newspaper ads, radio ads, mailed letters, & televised ads.

Post announcements/messages on social media sites, purchase space with league funds for posting community ads in paper, on radio, or on television, or have printed for mailing.

Secure location for annual member meeting and regular monthly Executive Board meetings.

*New League Committee

Softball Operations & Field Consultant Committee

Position Responsibilities: to include but not limited to:

Operations of Recreational and Travel coach training, tournaments to be held, liaison between CGS League executive board while working with parents, players and coaches, town matters, questions, concerns. Any pressing business matters that may require immediate attention prior to an executive board meeting.

Consultation regarding any fertilizer or pest control applications, cultural practices on turf, infield mix combinations, grooming techniques, and general maintenance of fields. Works closely with Field

Maintenance Ordinator I & II.

* This committee requires at least 3 Executive Board members which may be appointed by the president, as well as volunteer/s elected and voted to be a member/s of the committee.

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