

**Duties of the Commissioner:**

- Be the chief executive officer of the organization and preside over all regular and special meetings of the Board of Directors.
- Enforce all rules, laws and regulations of the organization and have general active management of the business of the organization.
- Submit a proposed budget to the BAC Board for approval prior to January 31.
- Attend BAC Board meetings as a voting member of the BAC Board.
- Supervise the publication of required notice for all meetings.
- Be ex officio a member of all standing committees and have the general powers and duties of supervision and management duly vested in the office of Commissioner of a corporation.
- In advance of each regular meeting provide to the Secretary an agenda of items to be acted on or discussed at the meeting.

**Duties of the Assistant Commissioner:**

- Perform all duties and exercise all powers of the Commissioner in the absence of the Commissioner.
- Coordinate all the pre-season training and tryout location and information to the parents.
- Assist the Commissioner in any manner so designated by the Commissioner.
- Perform such other duties as are specifically provided in the by-laws and as shall be imposed by the Board
- Handle the registration of the teams for week day games and weekend tournaments.

**Duties of the Treasurer:**

- Perform all duties of the Commissioner in the absence of the Commissioner and Assistant Commissioner.
- Keep account of all money received and deposited in the name of the organization in such depository as shall be designated by the Board of the Burnsville Athletic Club.
- Keep account of money disbursed by checks and vouchers by approved budget or special Board action.
- Prepare an annual report on receipts and expenditures to be submitted within 60 days of completion of the season.
- Submit a detailed financial statement for the year to date at each meeting of the Board for their approval.
- Prepare annual budget with input from the Commissioner and other board members for approval of Board in December.

**Duties of the Secretary:**

- Perform all duties of the Commissioner in the absence of the Commissioner, Assistant Commissioner and Treasurer.
- Keep the minutes of the meetings of the Board.
- Conduct the official correspondence of the organization.
- Update all correspondence from year to year, changes on the official documents such as board member changes, email addresses, contact information, by-laws and guideline changes, as well as prepare documents for web site updates. Forward these changes to website contact.
- Update online registration and regular registration forms with current prices and information for age brackets and any other necessary information needed on such forms.

- Keep all records, books, documents and papers relating to the organization in such place and forms as shall be designated by the Board.
- Circulate the agenda for each regular meeting in advance of the meeting.
- Assist with preseason clinic registration.
- Maintain a roster of all girls in the program including an email address list for all teams.

### **Duties of the At Large Member(s)**

#### **Equipment Manager**

- Manage the equipment by inspection and informing the Assistant Commissioner of what the needs are for the program every year for the following, bats, balls, first aid, score books, catcher's equipment, helmets and uniforms. This position will coordinate with all the needs in the event Burnsville holds either the State tournament or another tournament.
- This position will be required to coordinate all orders and return any orders that are insufficient or has manufactures defects.

#### **Public Relations**

- Promote the Traveling program both by media and news and coordinating efforts with the State Representative and the River Valley League Representatives.
- Oversee all website updates.
- Work with the Assistant Commissioner to get teams registered in the summer tournaments.
- Perform duties necessary for Association and League registrations.
- Help the Assistant Commissioner coordinate preseason clinics. This could include scheduling the instructors, flyer production, mailing, administering enrollment, and any follow up needed.

#### **Tournament Coordinator**

- Coordinate Umpires for home tournaments
- Coordinate Fields for home tournaments and River Valley league home games.
- Act as volunteer coordinator for registration at tryouts.
- Coordinate and schedule team pictures.