



# PORTAGE YOUTH SOFTBALL

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## BOARD OF DIRECTORS POSITION DESCRIPTIONS

**President:** The President is responsible for overseeing all aspects of the organization including, but not limited to: running PYS Board of Directors meetings, working closely with the Portage High School Softball Program & Athletic Department, creating additional opportunities within the organization, and ensuring the success of Portage Youth Softball.

**Vice President:** The Vice President is responsible for assisting the President in all of their duties including, but not limited to, running PYS Board of Directors meetings in the absence of the President.

**Treasurer:** The Treasurer is responsible for all financial functions within the organization including, but not limited to: managing the concession stand operations and funds, ensuring all umpire and league fees are paid in a timely manner, and preparing quarterly financial statements for audits by GPYEF.

**Secretary:** The Secretary is responsible for the overall management of meeting records including, but not limited to: preparing the agenda with the help of the President for all PYS Board of Directors meetings, taking detailed notes at PYS Board of Directors meetings, and preparing minutes for approval for PYS Board of Directors meetings.

**Registrar:** The Registrar is responsible for the overall registration process for all leagues and events including, but not limited to: developing and updating of online registration forms and volunteer applications, managing registration entries throughout the season, and answering questions from parents regarding opportunities and the registration process.

**Sponsorship Coordinator:** The Sponsorship Coordinator is responsible for being the lead contact of our Sponsorship Program and ensuring the of success of the program including, but not limited to: developing ways to expand the Sponsorship Program, ensuring that the Sponsorship Program is profitable for PYS and beneficial for the sponsors, soliciting potential sponsors with the help of the entire Board of Directors, and communicating with sponsors to learn how to better improve the Sponsorship Program.

**Tournament Team Coordinator:** The Tournament Team Coordinator is responsible for managing all PYS tournament teams including, but not limited to: organizing and running tryouts and evaluation sessions, finding possible tournaments for our tournament teams, and submitting tournament registrations and payments after approval of the Board of Directors.



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**Uniform & Apparel Coordinator:** The Uniform & Apparel Coordinator is responsible for organizing all uniform and apparel orders for PYS including, but not limited to: receiving bids from apparel companies for the annual uniform order, working with apparel companies to create a design, ensuring all necessary elements are present on the uniforms, and developing apparel sales and fundraisers.

**Facility Coordinator:** The Facility Coordinator is responsible for managing the use of facilities within PYS including, but not limited to: reserving field/gym time for all PYS teams and events, working with the Portage High School Softball Coaches and the Portage Athletic Department, preparing and organizing routine field maintenance, and ensuring the online calendar is updated.

**Equipment Coordinator:** The Equipment Coordinator is responsible for managing the equipment within PYS including, but not limited to: tracking equipment inventory, signing in & out equipment to coaches, requesting the Board of Directors to purchase new equipment, and ensuring that all equipment is safe for use while removing defective or unsafe equipment from use.

**At-Large Member:** At-Large Members are responsible for assisting the other Board Members and for duties assigned by the President.