

Secretary

- Responsible for sending out notice of meetings
- Responsible for scheduling meeting locations and times with Parks & Rec
- Records the minutes of meetings
- Sends Meeting Minutes to Board of Directors for Review within 72 hours of the meeting
- Maintains a register of members and directors
- Issues membership cards and maintains a record of leagues activities
- Responsible for sending NEW Managers and Coaches information to Parks & Rec for Background checks – this process gets the Managers and Coaches the badge they will need that are only good for 2 years.
- Responsible for going to Parks & Rec to pick up Badges for Managers, Coaches and anyone who will be in the field with the players.
- Responsible for processing Existing Managers and Coaches Background check thru Lexus Nexus on the year this Managers and Coaches will already have badges that are still good, but Little League International requires us to have the Background check processed yearly.
- Work with Information Officer to get important information in the display case.
- Participate in assisting with Live Registrations for Spring and Fall Seasons
- Participate in Park Duty when the season begins
- Help out in the Concession Stand from March 15th to October 31st
- Carries out such duties and assignments as may be delegated by the President
- Carries out such duties as assigned by the Board of Directors