

JACKSON FASTPITCH ASSOCIATION
Officers and Chairpersons
Position Descriptions

President

The President shall serve as the executive officer of this association, preside at all meetings of the membership, Board of Directors, and be an ex officio member of all committees except the nominating committee, exercise general supervision over all affairs of this association, and perform such duties as are ordinarily incumbent upon a president. The President shall have overall responsibility for implementing the long range plan adopted by the Board of Directors.

Vice President

The Vice President reports to the President and is responsible for overseeing all activities, including but not limited to: player solicitation and signups, team assignments, uniform procurement and distribution, public relations, insurance procurement, legal representation, team solicitation and tournament administration, planning of the association long range plan, pictures, and other group activities, data base management, publicity, scheduling, tournament scheduling, fields, equipment, coach procurement, umpire selection, as well as any task assigned by the President.

Secretary

The Secretary shall maintain all company records of any type, take and keep minutes of any association meeting, provide meeting notices and copies of minutes as needed, and assist other officers as needed. The secretary shall make all association records available for inspection by any member within 48 hours of notice. The secretary will also perform any duties assigned by the President.

Treasurer

The treasurer shall keep and maintain all financial records in accordance with standard accounting practices and state statutes relating to association matters. The treasurer shall receive monies, expend all funds, maintain a checking account in the name of Jackson Fastpitch Association. The treasurer shall submit written financial reports at each regularly scheduled association meeting which shall include at a minimum a detailed listing of all income and expenses from the last report as well as a year-to-date summary. The treasurer shall make all financial records available within 48 hours to any association member wishing to inspect them. The treasurer will also perform any other duties assigned by the President.

Uniform Chairperson

This person is in charge of researching and suggesting league uniforms to the board and reports to the Vice President. He/she is to research types, prices, and availability of uniforms for the teams. He/she shall be unbiased to vendor choices. After presenting to the board and suggesting a choice, he/she is to order the uniforms and distribute them to the teams. He/she is also responsible for the coaches shirts.

Picture Chairperson

This person is in charge of researching and suggesting a photographer for league pictures. He/she reports to the Vice President. He/she is to set up a photo day and notify all players.

Fundraiser Chairperson

This person is to lead a group of individuals to run league fundraisers. He/she reports to the Vice President. He/she is to research suggestions made by the board and report to the board at regularly scheduled meetings.

Tryout Chairperson

This person will work with the Managers and Parks Department to choose a day and time for league tryouts, organize times for each age level, create try-out form, collect forms, make sure equipment is available for try-out day, publicize the event in the newspapers, on marquees, direct mail, etc., create a skill evaluation schedule, and recruit help for the day. He/she is responsible for having the following items available at try-outs: card tables (for registration), pens, pitching machines, clipboards, catchers' gear, first aid kit, stop watch, name tags, water jug and cups. This person reports to the Vice President.

Registration Chairperson

The person creates the registration and medical consent form for roster and travel, reproduces it, publishes it to the web, distributes to all schools and library, mails to the players on the current database, collects the forms and updates the data base. He/she creates a monthly report for the board as to the status of registration and team formation. This person reports to the Vice President.

Winter Training Chairperson

This person collects ideas from the managers as to what kind of winter clinic is needed to advance the abilities of players in Jackson for fastpitch softball. He/she is responsible for setting up the clinic, recruiting help and publicizing. This person reports to the Vice President.

Equipment Manager

This person assess the equipment needs of the teams for the season, gains approval from the board for expenditures, purchases the equipment, keeps the shed on field #15 stocked with balls, stores extra equipment, is able to be contacted during the season if equipment needs replaced or repaired, and keeps medical supplies in stock. This person reports to the Vice President.

Scheduler / Stark County and Green Leagues Representative

This person works with the Parks department to get permits for fields for the season. Also, works with the HS Athletic Director and HS Head Softball coach to get permission to use the HS Girls Varsity field for the 18U team and the double header league games. Attend monthly Stark County Meetings and occasional Green league meetings. Bring all information from said meetings back to the JFA meetings. He/she shall keep all

managers informed of meetings their presence is necessary. He/she will be the go-between for contact between Stark County board, Green board and JFA. He/she contacts the Green league in January to get JFA teams accepted into their league. This person is responsible for checking out other leagues for 8U games (such as East Canton or Perry). He/she is responsible for securing umpires for the 8U games. He/she shall keep the field schedules up to date on the website and reschedule rainouts when JFA managers contact them. He/she reports to the Vice President.

Sponsors Chairperson

He/she will work with the board to decide number of sponsors required per team to adequately fund the league and capital improvements. He/she creates and distributes a sponsor form, collects forms and monies, and turns monies in to the Treasurer. He/she keeps a spreadsheet of sponsors and monies to be presented at board meetings. He/she gets fence banners created (in 2002 we used Pro Decal), hang the banners on the field #15 fence, and take the banners down at the end of the season for storage. He/she is responsible for securing the proper variances from the Zoning commission. This person reports to the Vice President.

Publicity and Newsletter Chairperson

This person is responsible for the league publicity. He/she should work with the other Chairpersons publicizing their events as well as the season registration information. He/she is also responsible for publishing a quarterly newsletter to all the active JFA participants. He/she reports to the Vice President.

Season Kickoff Picnic Chairperson

This person is responsible for the creation, setup and execution of the Kickoff Picnic in April. He/she shall come to the board meetings with ideas and recruit help for the committee. He/she reports to the Vice President.