



# Nomination of Officers, Board of Directors

**The following positions are open for nomination:**

## **President:**

- The President is the officer with whom Little League Headquarters maintains contact. The President also represents the league in the District organization.
  - The President presides at league meetings, and assumes full responsibility for the operation of the NVLL. The President receives all mail, supplies and other communications from the Little League Headquarters. The President must not manage, coach or umpire, unless the NVLL has received explicit written permission to allow this from Little League Baseball International Headquarters.
  - Conduct the affairs of the NVLL and execute the policies established by the Board of Directors.
  - Present a report of the condition of the NVLL at the Annual Election of Officers Meeting
  - Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the NVLL.
  - Be responsible for the conduct of the NVLL in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the NVLL by that organization.
  - Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the NVLL such contacts and leases they may receive and which have had prior approval of the Board.
1. Investigate complaints, irregularities and conditions detrimental to the NVLL and report thereon to the Board as circumstances warrant.
  2. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
  3. With the assistance of the Player Agent, examine the application and support proof of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

## **Vice President:**

- Perform the duties of the President in the absence or disability of the President, provided he is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office. Perform such duties as from time to time may be assigned by the Board of Directors or by the President
- A Vice President may manage; coach or umpire provided they do not serve on the protest committee.

## **Secretary:**

- Be responsible for recording the activities of the NVLL and maintain appropriate files, mailing lists and necessary records
- Maintain a list of all Regular and Sustaining Members and give notice of all meetings of the NVLL, the Board of Directors and Committees.
- Keep the minutes of the meetings of the Members, Board of Directors, and Committees, and cause them to be recorded in a binder kept for that purpose.
- Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- Notify Members, Directors, and committee members of their election appointment.

## **Treasurer:**

- Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- Receive all monies and securities, and deposit it in a depository approved by the Board of Directors. Keep records for the receipt and disbursement of all monies and securities of the NVLL, including the auxiliary fund, approve all payments from allotted funds and draw checks therefore in agreement with policies established "in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- Provide a monthly financial report with current bank statement and expense receipts
- Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Board Installation Meeting.
- Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Election of Officers, and to Little League Headquarters.

## **Player Agent:**

- Record all player transactions and maintain an accurate and up-to-date record thereof
- Receive and review applications for player candidates and assist the President in verifying residence and age eligibility. Conduct the tryouts, the player draft and all other player transaction or selection meetings

**Nominations must be submitted in writing or  
by electronic mail by 5:00pm on Friday July 23rd.**

### **EMAIL:**

**board@nvllbaseball.org**

### **IN PERSON:**

**Omega Boys Club Front Desk  
#1 Positive Place  
Vallejo, California. USA 94589**

**The Annual Nomination of  
Officers Meeting will be held on:**

**Saturday July 24, 2010**

**2:00pm**

**Omega Boys Club  
#1 Positive Place  
Vallejo, California. USA 94589**

**The Board of Directors are volunteers and no compensation is provided.**

**A nomination will only be valid if the candidate declares orally at the meeting, or in writing or by electronic mail prior to the meeting, that the candidate is willing to take office if elected.**

**A candidate who fails to be elected for a position may be nominated for a subsequent position.**

