



Novato Babe Ruth Board Member Job Descriptions

As a chartered member of the National Babe Ruth League, Novato Babe Ruth is a non-profit organization managed by a Board, comprised entirely of volunteers. The National Babe Ruth League requires that Novato Babe Ruth maintain a minimum of five Board Members, which must include a President, Registrar / Player Agent, Treasurer, and Secretary. Other at-large board members are welcome and encouraged, as the management of Novato Babe Ruth requires fundraising, field and equipment maintenance, management of our snack shacks, communications, and representation for the volunteer team managers and coaches.

Below are job descriptions for each of the Novato Babe Ruth Board positions. In all cases, training will be provided for new members.

President – Required Board Member

The Novato Babe Ruth League President is responsible for oversight of the League, including recruiting and management of team managers and coaches, facilitation of monthly board meetings, coordination with Novato Unified School District regarding field usage, managing the annual draft, and acting as an intermediary as needed.

Knowledge of baseball rules and diplomacy skills are recommended. *Training will be provided.*

Number of hours spent working per month:

Four to six (4-6), including a one-hour Board meeting

Vice President – Optional Board Member

The Novato Babe Ruth League Vice President assists the President with overall oversight of the League, including recruiting and management of team managers and coaches, facilitation of monthly board meetings, coordination with Novato Unified School District regarding field usage, managing the annual draft, and acting as an intermediary as needed.

Knowledge of baseball rules and diplomacy skills are recommended. *Training will be provided.*

Number of hours spent working per month:

Two to four (2-4), including a one-hour Board meeting

Manager's Representative – Optional Board Member

The Novato Babe Ruth Manager's Representative acts as an ambassador between the Board and team managers and coaches. The Manager's Rep brings any issues from the managers and coaches to the Board as needed for resolution. The Manager's Rep also communicates any new national or local rules, and ensures understanding across the team management and coaching staffs.

Knowledge of baseball rules and diplomacy skills are recommended. *Training will be provided.*

Number of hours spent working per month:

Two to four (2-4), including a one-hour Board meeting

Registrar / Player Agent – Required Board Member

The Novato Babe Ruth Registrar / Player Agent is responsible for managing, maintaining, and communicating player registration information to and on behalf of the League. Using an online registration system provided by Babe Ruth, the Registrar opens and closes registration for the spring and fall seasons, verifies age and eligibility of players, reads the registration list for the draft, and assigns new players to teams after the draft. Other responsibilities include:

- Coordination of tryout days for spring and fall ball seasons.
- Preparation of draft sheets for managers.
- Facilitation of player registration at tryouts.
- Coordination of pool players on an as-needed basis during the season.
- Management and coordination of documentation for three teams (13s, 14s 15s) for All-Star tournaments at the end of the regular spring season.

Organizational skills, and Microsoft Excel skills are recommended. *Training will be provided.*

While it is preferable that one person fill this role, NBR is open to having two people share the role collaboratively.

Number of hours spent working:

- Monthly: One to two (1-2), including a one-hour Board meeting
- January - March, and September: Ten to twelve (10-12) hours per month to manage registration, tryouts, etc.
- May – June: Two to four (2-4) hours per month to coordinate player pool
- June: Six to eight (6-8) hours to assemble all-star documentation/binders

Communications Chair – Optional Board Member

The Novato Babe Ruth Communications Chair is responsible for maintaining all communications channels owned and managed by the League, including email lists / email notifications, website updates, postings to Facebook and Twitter, updating game schedules and scores on the website, and project managing the development, publication, and distribution of an annual program book.

Organizational and writing skills are recommended. No coding skills are required. We use an intuitive website platform provided by Babe Ruth, Mail Chimp for email, as well as Facebook and Twitter for social media. *Training will be provided.*

Number of hours spent working per month:

One to three (1-3), including a one-hour Board meeting

Treasurer – Required Board Member

The Novato Babe Ruth Treasurer is responsible for managing all financials for the League, including payment of bills, collection of registration fees and donations, making bank deposits, balancing the check book, and profit and loss reporting.

General ledger experience, and experience using QuickBooks or a similar financial application is required.

Number of hours spent working per month:

Two to four (2-4), including a one-hour Board meeting

Secretary – Required Board Member

The Novato Babe Ruth Secretary is responsible for keeping the minutes at each monthly Board meeting, and making them available to the Board. Additionally, the Secretary ensures accurate and timely logging of votes.

Experience with Microsoft Word or similar is required.

Number of hours spent working per month:

One to two (1-2), including a one-hour Board meeting

Equipment Manager – Optional Board Member

The Novato Babe Ruth Equipment Manager is responsible for maintaining and managing all game-use equipment. This includes: players jerseys, caps, batting helmets, protective equipment; baseballs for batting practice and games; home plate and bases; practice equipment such as pitching machines and batting cage. The Equipment Manager manages the inventory, re-supplies as necessary, and distributes all equipment in his/her prevue, and also puts up and removes outdoor registration signs for spring and fall seasons.

Organizational skills are recommended.

Number of hours spent working per month:

Three to four (3-4), including a one-hour Board meeting

Fundraising Chair – Optional Board Member

The Novato Babe Ruth Fundraising Chair is responsible for securing sponsors and donations to fund the costs of our non-profit organization. This includes but is certainly not limited to: selling sponsorships, soliciting donations, developing other fundraising campaigns, and collecting money, logos, and print files (for program ads or ball field signage) as needed.

A sunny, creative, tenacious spirit is recommended. Someone with connections to local businesses is a plus.

Number of hours spent working per month:

Three to four (3-4), including a one-hour Board meeting

Field Coordinator – Optional Board Member

The Novato Babe Ruth Field Coordinator is responsible for maintaining the two baseball fields – at Sinaloa and San Jose Middle Schools, respectively. Maintenance of the fields requires regular attention, and is a matter of player safety – therefore, someone with attention to detail is a good candidate for this important job. Responsibilities include, but are not limited to:

- Mowing the grass once a week in the off season, twice a week during the spring and fall seasons.
- Weeding the fence lines and surrounding spectator areas.
- Repair the mounds and home plate areas once a week during seasons. Rebuilding them in the offseason.
- Keeping the infield dirt even, dragged, and free of weeds and debris.
- Cleaning the dugouts once a week during the seasons. Major clean-outs prior to the start of the spring and fall seasons.
- Keeping the backstops in working order.
- Keeping the batting cage free and clear of weeds.
- Repairing the bullpen areas once a week during the spring and fall seasons.
- Keeping the tool and equipment sheds stocked and clean during the spring and fall seasons.
- Watering the grass after planting, and during extreme heat, to keep the grass from dying.

A love of the outdoors and of riding a John Deere mower, plus experience tending to large patches of grass and baseball infields is highly recommended. *Training will be provided.*

While it is preferable that one person fill this role, NBR is open to having more than one person share the role collaboratively.

Number of hours spent working per month, including a one-hour Board meeting:

- 12-18 hours per month during the off-season
- 24-36 hours per month during the spring and fall seasons

Snack Shack Coordinator – Optional Board Member

The Novato Babe Ruth Snack Shack Coordinator is responsible for managing all aspects of the two snack shacks – at Sinaloa and San Jose Middle Schools, respectively. This includes: maintaining the cleanliness of the snack shacks; keeping the snack shacks appropriately stocked and merchandised; purchasing saleable items and supplies for the snack shacks and delivering them; maintaining, delivering, and collecting cash boxes; providing Treasurer with regular deposits from sales made in the snack shacks; hiring, training, and scheduling snack shack workers; maintaining snack shack equipment, as needed.

Organizational skills are recommended. Retail experience is a plus. *Training will be provided.*

Number of hours spent working per month:

Two to four (2-4), including a one-hour Board meeting