

BLSPA Executive Positions 2024 (per March 20, 2024 Exec meeting)

Role	2024	Responsibilities (in addition to General Executive Role)
President BACKUP: VP	Nasty Girls Carrie	<ul style="list-style-type: none"> • Preside at League meetings, or designate Vice-President to lead meeting. • Call all meetings as deemed necessary or required. • Oversee all League functions and assist any operation that requires or requests help. • Act as liaison between the League and SPN, and complete SPN membership/insurance, payments, and other SPN-required documentation. • Acquire permits from City of Burlington and set schedule. • Provide teams and umpires with a schedule. • Maintain an up-to-date record of all Executive Committee members, Coaches, Team Reps and Team Members. • Have signing authority, along with the Treasurer and the Vice-President (and other designated Executive members) for all cheques issued on behalf of the League. • Shall be responsible for umpire liaison
Vice-President BACKUP: Stats / Pres	Crazy B's Kym	<ul style="list-style-type: none"> • Perform duties as are assigned by the President and substitute for her as required. • Act as umpire liaison in the absence of the President. • Purchase and distribute team equipment, including balls and first aid kits. • Have signing authority, along with the Treasurer and the Vice-President for all cheques issued on behalf of the League. • Propose and finalize potential playoff / schedule formats as needed.
League Statistician BACKUP: Pres	Pitch Slapped Jackie	<ul style="list-style-type: none"> • Assume the duties of the Vice President in her absence or such duties as the President sees fits. • Responsible for collecting scores and reporting on League statistics. • Determine team positions for Playoffs. • Determines and informs team of playoff schedule/diamond locations.
Treasurer BACKUPS: VP, PRES	BBB Courtney	<ul style="list-style-type: none"> • Collect and record all League finances. • Submit a verbal monthly report at monthly meetings and a written report at the AGM. • Have signing authority, along with the President, and the Vice-President for all cheques issued on behalf of the League. • Have available, for audit, the records of the League for the current playing season, when called for by the President.
Secretary BACKUP: VP	Aces of Bases Cheryl	<ul style="list-style-type: none"> • Keep an accurate record of the proceedings of the League. • Conduct all correspondence of the League, its Officers and the Executive committee, keeping a record of the latter. • Provide minutes of Executive Meetings within 2 weeks of the meeting date. • Notify all Officers and Executive Committee members of their duties as assigned. • Regularly issue a record of the items discussed at the meeting via email to all Executive members.
Recruitment BACKUP: PRES	Hammers Christine	<ul style="list-style-type: none"> • Coordinate with Website manager and league executive to recruit for new players on website, social media, and other platforms. • Liaise with teams to assess recruitment needs. • Recommend strategies to meet recruitment goals; implement actions approved by executive. • Maintain an active list of new players available to be recruited.
Website BACKUP: PRES	Crushing Chompers Joceyln	<ul style="list-style-type: none"> • Maintain League website (www.blspa.ca). • Maintain domain registration. • Ensure prominent advertising for new players. • Post season and playoff schedule. • Post score updates from statistician (time intervals as needed) • Post updates as requested by Executive.

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Tournament Director	Pitch Slapped Amy	<ul style="list-style-type: none"> • Arrange required permits and Beer Gardens letters from the City of Burlington. • Co-ordinate a food/drink vendor for the beer gardens and make sure that they have fulfilled all of their responsibilities with the City. • Coordinate prize draws and raffles. • Set up a board showing games to be played and scores to be entered on the day of the tournament. • Arrange for security for the beer gardens area of the park if needed. • Set up fencing around the beer gardens area before any serving of alcohol is permitted and ensure that diamonds are set up for play before the first games.
BACKUP VP		