

Carlsbad Softball Association Vice President

Description of Position:

The Vice President takes over for the President when said is unavailable. He/she oversees league functions including the Snack Bar and Treasurer. The Vice President is involved in the review process of all City bills and is responsible for signing off (with the Treasurer) for all non-routine league expenses.

Reporting Relationships:

The Vice President reports directly to the President and interacts with all Board members.

Time requirements:

- Attend all Board meetings.
- Approximately 5-10 hours per week performing league tasks.
- Attend ASA annual meeting (one full day)
- Attend City field meetings twice per year (approximately 3 hours)

Season Schedule:

September through August: Duties as described above.

February through May: Responsible for overseeing Snack Bar Manager.

Individual Tasks:

- Fill in for President at Board meetings or functions when necessary
- Review invoices from Treasurer on non-routine league expenses
- Review City billing regarding lights, fields, etc., and compare with actual usage.
- Attend ASA meeting annually.
- Attend City field meetings

Related Documents:

None

7/17/2006