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Executive Board Framework

Elected Officials

1. It is the duties of these officers to run the day-to-day league business in accordance with any rules set forth by the league bylaws.
2. It is also the duty of the officers to interpret the league’s official documents.
3. These officers will comprise the Executive Board and shall be elected under the conditions set forth under League Membership.
4. No individual member may hold more than one office.

Leadership Framework

1. Shall consist of the following elected positions:
 - a. Commissioner
 - b. Assistant Commissioner – Competitive Division
 - c. Assistant Commissioner – Recreational Division
 - d. Secretary
 - e. Treasurer
 - f. Membership Chairperson
 - g. Marketing Chairperson
 - h. Fields Chairperson
2. Based on commonly known organizational frameworks, the following are to be considered equivalent for the elected positions within our organization.
 - a. CEO, Chief Executive Officer, as Commissioner.
 - b. CAO, Chief Administrative Officer, as Assistant Commissioner.
 - c. COO, Chief Operating Officer, as Secretary.
 - d. CFO, Chief Financial Officer, as Treasurer.
 - e. CRO, Chief Revenue Officer, as Membership Chairperson.
 - f. CMO, Chief Marketing Officer, as Marketing Chairperson.
 - g. CCO, Chief Compliance Officer, as Fields Chairperson.

Commissioner

1. Must be a member in good standing of the SCSL.
2. The commissioner is responsible for maintaining (managing) day-to-day activities associated with league play as well as interpretation of the bylaws in accordance with league play.
3. If the commissioner deems an issue is outside the scope of the bylaws, they are responsible for bringing it to a vote by the Board of Directors.
4. Conducts league meetings, officers' meetings, and Board of Director meetings at whenever times are deemed necessary.
5. Approve and verify expenses incurred by the league.
6. Represent the league at appropriate organizations.
7. Appoints representatives to the various committees.
8. Develop league succession plan.

Assistant Commissioner – Competitive Division

1. Must be a member in good standing of the SCSL.
2. Responsible for Competitive Division matters.
3. Maintain player ratings along with the assistance of league commissioner.
4. Produce and maintain division schedule in coordination with Recreational Division Commissioner.
5. Familiar with and can provide rules of play, as needed.
6. Handle any game protests.
7. Deals with any division umpire issues.
8. Assist with the league spring training and assignment of new league members.
9. Assist with league registration.
10. Assist the following Executive Board members: Assistant Commissioner – Recreational, Secretary, and Treasurer.
11. In the event that the Commissioner is unable to complete their elected term in office for whatever reason, it will be the responsibility of the Assistant Commissioner to assume the duties of both Assistant Commissioners until a new league Commissioner is chosen.

Assistant Commissioner – Recreational Division

1. Must be a member in good standing of the SCSL.
2. Responsible for Recreational Division matters.
3. Maintain player ratings along with the assistance of league commissioner.
4. Produce and maintain division schedule in coordination with Competitive Division representative.
5. Familiar with and can provide rules of play, as needed.
6. Handle any game protests.
7. Deals with any division umpire issues.
8. Assist with membership and social activities.
9. Assist the following Executive Board members: Assistant Commissioner – Competitive, Marketing, Fields, and Membership Chairpersons.
10. In the event that the Commissioner is unable to complete their elected term in office for whatever reason, it will be the responsibility of the Assistant Commissioner – Recreational Division to assume the duties of the Commissioner until a new league Commissioner is chosen.

Secretary

1. Must be a member in good standing of the SCSL.
2. Maintain an official record of the Bylaws and oversee the Bylaws committee.
3. Maintain all official records of the league.
4. Maintain all official membership information of the league.

5. Produce all publications for the league including advertising, public relations, and internal communications, in conjunction with the Marketing Chairperson.
6. Oversee the Public Relations committee.
7. Create, maintain, and distribute the Manager's Handbook each season. Distributed by means of email, website, or social media.
8. Accurately record all decisions and activities at the Executive Committee meetings and Board of Directors
9. Distribute minutes for the Executive Committee meetings and Board of Directors within two weeks of the meeting.
10. Support the league Commissioner at Board of Directors.
11. Coordinate league meetings upon request of:
 - a. Executive Committee
 - b. General membership
 - c. Commissioner, Competitive and Recreational Division Assistant Commissioners

Treasurer

1. Must be a member in good standing of the SCSL.
 - a. Responsible for the management and supervision of all funds and fiscal resources and properties.
2. Maintain complete and accurate financial records.
3. Develop and maintain league budget. The treasurer will be required to draft a league budget by January 31 of that year for each season and will issue treasury reports to the Board of Directors by the end of each year.
4. Shall assist the Commissioner in determining the league membership, team entrance fees and sponsorship fees.
5. Responsible for compliance with all requirements associated to being a 501(c)(3) nonprofit organization.
6. Provide financial reports and budget updates at each Executive Board and Board of Directors meetings.
7. Other responsibilities as assigned by the Commissioner

Membership Chairperson

1. Must be a member in good standing of the SCSL.
2. Submit a detailed yearly membership plan to the executive board for review by January 31st.
3. Actively seek and maintain league membership.
4. Develop a schedule of events to promote, gain exposure for the league, and identify new league members.
5. Work with the league secretary and the marketing chairperson on advertising for events.
6. Work with the league secretary for all league communications.
7. Organize and conduct annual spring training activities designed to produce excitement about the league and allow for proper divisional placement within the league.
8. Placement of new league members identified by the membership committee will be handled with assistance from the Competitive and Recreational Division Commissioners.
9. Present any planned expenditures to be identified and budgeted for with the league treasurer for approval.
10. Responsible for planning all special events to gain new membership, retain membership interest, and develop interest year-round.
11. Events identified, as league essential shall be paid for out of league funds; non-essential events will require a separate funding source.

Marketing Chairperson

1. Must be a member in good standing of the SCSL.
2. In coordination with the league treasurer, submit a detailed fundraising events plan to the executive board for review.
3. Responsible for all league fundraising events, not directly associated with on field play or related to members.
4. Communicate all activities with league secretary and publicity/marketing committee.

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5. Communicate individual team fundraising events to ensure there is not a conflict with league wide events.
6. All funds raised go directly to the league treasurer.
7. Present any planned expenditures to be identified and budgeted for with the league treasurer for approval.
8. Submit a detailed yearly publicity/marketing plan to the executive board for review.
9. Promote the league.
10. Create all league publications, advertising, promotional materials, and website content.
11. Coordinate with the Executive Board as necessary.
12. Work closely with the league secretary for all league communications.

Fields Chairperson

1. Must be a member in good standing of the SCSL.
2. Submit a detailed yearly field operations plan to the executive board for review by April 1st.
3. Responsible for the administration, and procurement, of the playing fields.
4. Communicate to the executive board any field inadequacies to discuss a proper course of action.
5. Maintain an inventory of league equipment.
6. Ensure equipment is in good condition.
7. Purchase all league equipment for play and field use.
8. Submit a plan to inspect all fields for use during inclement weather.
9. Determine whether or not conditions warrant play in consultation with another executive board member.
10. Present any planned expenditures to be identified and budgeted for to the league treasurer for approval.