



Executive Board Responsibilities & Descriptions

Revised September 2026

SCSL Pittsburgh, Inc. (dba Steel City Softball League)

This document reproduces Section 2 (Executive Board) of the SCSL Bylaws, Revised September 2026, together with the related term and election-cycle provisions of Section 4. In the event of any conflict, the Bylaws prevail.

Executive Board Framework

Leadership Framework

- a. Shall consist of the following elected positions:
 - i. Commissioner
 - ii. Assistant Commissioner - C Division
 - iii. Assistant Commissioner - D Division
 - iv. Assistant Commissioner - E Division
 - v. Secretary
 - vi. Treasurer
 - vii. Membership Chairperson
 - viii. Marketing Chairperson
 - ix. Fields Chairperson

Elected Officials

- a. It shall be the duty of these officers to run the day-to-day league business in accordance with any rules set forth by the league bylaws.
- b. It is also the duty of the officers to interpret the league's official documents.
- c. These officers will comprise the Executive Board and shall be elected in accordance with Section 4 - Elections.
- d. No individual member may hold more than one office.

Terms & Election Cycle

- a. The terms of the elected officials shall run from October 1st to October 1st.
- b. Any elected position that has been filled by an appointment will be subject to election at the next general membership meeting.
- c. To promote continuity and sustainability of League operations, Executive Board election cycles shall be staggered as follows:
 - i. **Odd-Numbered Year Election Cycle:** Commissioner, Assistant Commissioner - D Division, Secretary, and Membership Chairperson shall be elected in odd-numbered years for two-year terms.
 - ii. **Even-Numbered Year Election Cycle:** Assistant Commissioner - C Division, Assistant Commissioner - E Division, Treasurer, Fields Chairperson, and Marketing Chairperson shall be elected in even-numbered years for two-year terms.

Position Descriptions

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 – C Division

1. To be eligible for election as a C Division Assistant Commissioner, a candidate must be an active playing member of the C Division. If one or more eligible C Division members seek or accept nomination, all candidates who are not active playing members of the C Division shall be ineligible for election to that position. If no eligible member of the C Division seeks or accepts nomination, eligibility shall be opened to any active playing member or active non-playing social member in good standing.
2. Must be a member in good standing of the SCSL.
3. Responsible for C Division matters.
4. Maintain player ratings along with the assistance of league commissioner.
5. Produce and maintain division schedule in coordination with D & E Division Assistant Commissioners.
6. Familiar with and can provide rules of play, as needed.
7. Handle any game protests.
8. Deals with any division umpire issues.
9. Assist with the league spring training and assignment of new league members.
10. Assist with league registration.
11. Assist and support Executive Board members.
12. In the event of a vacancy in the office of Commissioner, succession shall be governed by Section 4 - Elections, Special Elections.

Assistant Commissioner – D Division

1. To be eligible for election as a D Division Assistant Commissioner, a candidate must be an active playing member of the D Division. If one or more eligible D Division members seek or accept nomination, all candidates who are not active playing members of the D Division shall be ineligible for election to that position. If no eligible member of the D Division seeks or accepts nomination, eligibility shall be opened to any active playing member or active non-playing social member in good standing.
2. Must be a member in good standing of the SCSL.
3. Responsible for D Division matters.

4. Maintain player ratings along with the assistance of league commissioner.
5. Produce and maintain division schedule in coordination with E & C Division Assistant Commissioners.
6. Familiar with and can provide rules of play, as needed.
7. Handle any game protests.
8. Deals with any division umpire issues.
9. Assist with the league spring training and assignment of new league members.
10. Assist with membership and social activities.
11. Assist and support Executive Board members.
12. In the event of a vacancy in the office of Commissioner, succession shall be governed by Section 4 - Elections, Special Elections.

Assistant Commissioner – E Division

1. To be eligible for election as an E Division Assistant Commissioner, a candidate must be an active playing member of the E Division. If one or more eligible E Division members seek or accept nomination, all candidates who are not active playing members of the E Division shall be ineligible for election to that position. If no eligible member of the E Division seeks or accepts nomination, eligibility shall be opened to any active playing member or active non-playing social member in good standing.
2. Must be a member in good standing of the SCSL.
3. Responsible for E Division matters.
4. Maintain player ratings along with the assistance of league commissioner.
5. Produce and maintain division schedule in coordination with C & D Division Assistant Commissioners.
6. Familiar with and can provide rules of play, as needed.
7. Handle any game protests.
8. Deals with any division umpire issues.
9. Assist with the league spring training and assignment of new league members.
10. Assist with membership and social activities.
11. Assist and support Executive Board members.
12. In the event of a vacancy in the office of Commissioner, succession shall be governed by Section 4 - Elections, Special Elections.

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 meetings for the Executive Board and Board of Directors.
9. Distribute meeting minutes for the Executive Board and Board of Directors.

10. Support the league Commissioner and Board of Directors.
11. Coordinate league meetings upon request of:
 - i. Executive Board
 - ii. Board of Directors
 - iii. General Membership

Treasurer

1. Must be a member in good standing of the SCSL.
2. Responsible for the management and supervision of all funds and fiscal resources and properties.
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. The Treasurer shall act under the direction of the Commissioner. Subject to the direction of the Commissioner, the treasurer shall have custody of the SCSL funds and securities and shall keep full and accurate account of receipts and all transactions.
8. The Treasurer shall disburse the funds of the SCSL as may be ordered by the Commissioner or the board of directors, taking proper vouchers for the disbursements, and shall render to the Commissioner and the board of directors.
9. The Treasurer maintains primary decision-making over which banking system the securities and funds belonging to the SCSL shall be maintained.

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 Assistant 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.
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.

Vacancies & Succession (Section 4 - Elections, Special Elections)

1. Should the need for a Special Election arise, such as the removal of an officer, a vacancy on the Executive Board, or the inability of an officer to perform their duties to the League, an election shall be held to replace the officer within one month.
2. Upon a vacancy on the Executive Board, the Executive Board shall determine how the responsibilities of the vacant office will be assigned until a replacement is chosen by Special Election, except that a vacancy in the office of Commissioner shall follow the succession order established in the Bylaws.

3. In the event that the Commissioner is unable to complete their elected term, the Assistant Commissioner - D Division shall assume the duties of Commissioner until a new Commissioner is chosen by Special Election. If the Assistant Commissioner - D Division is unable or unwilling to serve, succession shall pass to the Assistant Commissioner - E Division, followed by the Assistant Commissioner - C Division.