

President - Presides at league meetings, and assumes full responsibility for the operation of the local league. The president receives all mail, supplies, and other communications from the Little League International. The president must see to it that league personnel is properly briefed on all phases of rules, regulations, and policies of Little League. The league president is the contact between the local organization and Little League International.

Past President - Provides support, feedback and guidance to the President. May be tasked with projects by the President.

Secretary - Maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings and maintains a record of league's activities.

Vice President Operations - Presides in the absence of the president; works with other officers and committee members; is ex-official member of all committees and carries out such duties and assignments as may be delegated by the President. The Vice President Operations coordinates and oversees the assignments delegated to the positions in the VPO portfolio. This portfolio is aligned with the day to day operations of the league. Reviews and provides input into the overall league organization. Provides support to all positions within the VPO portfolio. A vice president may manage, coach or umpire within the league.

Vice President Administration - Presides in the absence of the president; works with other officers and committee members; is ex-official member of all committees and carries out such duties and assignments as may be delegated by the President. The Vice President Administration coordinates and oversees the assignments delegated to the positions in the VPA portfolio. This portfolio is aligned with the management of the players, coaches and volunteers in the league. Reviews and provides input into the overall league organization. Provides support to all positions within the VPA portfolio. A vice president may manage, coach or umpire within the league.

Treasurer - Signs cheques co-signed by another director and dispenses league funds as approved by the board of directors. Reports on the status of league funds, keeps local league books and financial records, Vice President Operations - Presides in the absence of the president; works with other officers and committee members; is ex-official member of all committees and carries out such duties and assignments as may be delegated by the President. The Vice President Operations coordinates and oversees the assignments delegated to the positions in the VPO portfolio. This portfolio is aligned with the day to day operations of the league. Reviews and provides input into the overall league organization. Provides support to all positions within the VPO portfolio. A vice president may manage, coach or umpire within the league.

Safety Officer - The safety officer coordinates all safety activities and ensures safe playing conditions. Coordinates annual criminal record checks for all league officials and coaches. Ensures that medical kit supplies are at adequate levels.

Player Agent - Conducts annual tryouts, and is in charge of player selection, assists president in checking birth records and eligibility of players; serves as a member of the Board of Directors of the local league and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League. Maintains player, coach and manager records and provides to Little League International in electronic format. Responsible for the promotion and advertising for league registration. Organizes board and volunteers for in-person registration as well as manages the online registration process and ensures that league rosters are maintained on the website. The Player Agent may not manage, coach nor umpire within the league.

Communications Coordinator - Manages the league's website and social media feeds. Grants website access to volunteers as needed. Ensures that the website and social feeds stay current. Collects and distributes information to league members via social media and email. Responsible for all external league communications. Enlists the help of parents and volunteers to provide material for posts.

Director of Coach and Player Development - Represents coaches/managers in league; implements a league-wide training program; orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary; helps implement a manager-coach education program for the league.

Equipment Manager - Purchases, maintains, distributes and collects all the required league equipment to all teams.

Marketing and Sponsor Fundraising Coordinator - Solicits and secures local sponsorships to support league operations. Organizes and implements approved league fundraising activities. Disseminates information on fundraising and sponsor activities.

Concession Manager - Manages the operation of concession facilities including purchasing, volunteer training and daily opening and closing. Organizes, tallies and keeps records of concession sales and purchases.

Umpire in Chief - Serves as coordinator of and advises the league President on the league umpire program; responsible for recommending umpires to the league President for appointment to the league umpire roster; recruiting and retaining volunteer umpires; establishing a league umpire training program consistent with Little League® guidelines; coordinating and assisting with conducting umpire clinics at league and district level; communicating rule changes with Little League® guidelines; coordinating and assisting with conducting umpire clinics at league and district level; communicating rule changes to league umpires; evaluating league umpires using established guidelines to maintain program integrity; further continual improvement, and prepare league umpires for advancement to tournament levels; communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Region, and/or Headquarters level.

Uniform Coordinator - Responsible for ordering and distributing all uniforms for players and managers, including the regular season, all-stars and other post-season teams to Division Directors. Will need the quantities, sizes, and colors for each team. Include copies of team order sheets for each manager so they can distribute to team.

Scheduling Coordinator - Responsible for scheduling all regular season, playoff and make-up games at the available fields. Works with the Director of Umpire Development to schedule umpires for each game. Responsible for maintaining records of field availability.

Scorekeeping Coordinator - Responsible for planning and running scorekeeping clinics before and during the season as needed.

Division Coordinator - Liases with division coaches and managers in regards to all league communications. Responsible for all matters within the division and determining the correct escalation path for issues. Works as the tournament coordinator within the division.