



2022

Association of Lake Country Orthodox Softball

DUTIES OF THE EXECUTIVE COMMITTEE

President

- Shall be responsible for the overall operation, supervision and administration of the affairs of LCOS
- Shall preside at all meeting of the Executive Committee and the Board of Directors
 - Shall prepare agendas for all meetings
- Shall represent LCOS and shall communicate all LCOS policies and decisions to parties or organizations external to the association (including Softball BC)
- Shall carry signing authority for the management of LCOS funds
 - When acting as chair, shall only vote in the event of a tie
 - Shall be responsible for the implementation of policies and programs and the effective governing of LCOS
- Shall be responsible for ensuring players have signed Softball BC waivers
- Shall be responsible for keeping the LCOS website up to date
- Shall post all relevant information to the LCOS Facebook page (not league groups)

Vice President

- Shall assume all duties of the President in the absence of or failure to act, of the President
- Shall accept those duties assigned by the President, Executive Committee, or the general membership
- Shall be the primary liaison for the Board with all volunteers of the LCOS including, but not limited to, umpires, the District of Lake Country, league committees, fundraising committees
- Shall be responsible for booking fields with the District of Lake Country
- Shall be responsible for sending rules and schedules to umpire coordinator
- Shall be responsible for ordering balls, scorebooks, lineup cards

Secretary

- Shall be responsible for recording the minutes of meetings of the Executive Committee, the Board of Directors, and others as requested
 - Shall maintain records of LCOS correspondence, the Constitution and By-Laws, League Reports, and Committee reports
- Shall ensure regular compliance with all federal, provincial or municipal statutes, laws, by-laws, regulations or other ordinances or directions
- Shall accept other other duties as may be assigned from time to time from the Executive
 - Shall assist in revising the constitution and By-Laws when approved by the Executive Committee and the Board
 - Shall assist in revising the LCOS association rules
 - Shall be responsible for ensuring LCOS complies with new Softball BC rules and regulations

- Shall ensure that minutes of all meetings are distributed to appropriate officers

Treasurer

- Shall organize all bank related tasks
- Shall set up a new bank account for LCOS
- Shall pay all LCOS bills- field fees, ump fees, balls, scorebooks, insurance
- Shall collect fees from teams
- Shall record all league expenses in LCOS Google Docs

LCOS LEAGUE COMMITTEES

Disciplinary Committee

2 members + 1 umpire

- Committee will hold suspension appeal meetings
- Shall finish developing the LCOS suspension guidelines and appeal process- For approval by Executive

League Coordinator Committee

1 Director from each:

Spring: Ladies, Mens, Mixed

Fall: Mixed

- Shall be the liaison for team reps
- Shall hold a pre-season meeting with team reps to review league specific rules
- Shall send all rule revisions to executive to post on the LCOS website and send
- Shall be responsible for posting all important league info to the appropriate Facebook group
 - Shall book food trucks- mini and final tournaments
 - Shall develop the league schedule

- Shall develop the tournament schedule
- Shall draw tournament posters to be placed at the fields

Fundraising Committee

Director + members

- Shall organize raffle, 50/50, & beer gardens at tournaments
- Shall organize fundraising events- February Curling Bonspiel,
Fall golf, etc
 - Shall be the liaison with sponsors
 - Shall develop an advertising strategy
 - Shall be responsible for LCOS Instagram
 - Shall be responsible for trophy engraving