

Skills, experience and interests (Please indicate all the apply):

- | | |
|----------------------------------|------------------------|
| Finance, accounting | Education, instruction |
| Personnel, human resources | Special Events |
| Administration, management | Grant writing |
| Nonprofit experience | Fundraising |
| Community service | Outreach, advocacy |
| Policy Development | Other _____ |
| Program evaluation | Other _____ |
| Public Relations, communications | Other _____ |

Additional:

Please provide information on how you feel CPYB would benefit from your involvement on the board.

On behalf of the Board of Directors of CPYB, thank you for your consideration of this important role.

Position Information:

President

- Be elected by the League membership.
- Hold office for a term of two (2) years.
- Have served at least one term on the Board of Directors prior to election.
- Preside at all meetings of the League membership and at all meetings of the Board of Directors.
- Serve as the Chief Executive Officer of the League.
- Be an ex-officio member of all standing and special committees, with the exception of the Nominating Committee.
- Attend and co-chair all manager meetings with the Division Directors.
- Contract with an Umpire organization for services for the season and order uniforms, or delegate such activities.
- Act as liaison officer with the City of Corona Parks and Recreation Department.
- Perform such other duties as are normally associated with the office of President.

Vice President

- Be elected by the League membership.
- Hold office for a term of two (2) years.
- Oversee the Nominating Committee.
- Chair Disciplinary Committee.
- Co-sign checks with the Treasurer or President.
- Perform such duties as may be assigned by the President.
- Otherwise assist the President in the performance of the President's duties and shall preside at meetings in the absence of the President.

Secretary

- Be elected by the League membership.
- Hold office for a term of two (2) years.
- Keep an accurate record of the proceedings of all meetings and other activities of the League and the Board of Directors.
- Be prepared to refer to minutes of previous meetings.
- Maintain an official record of attendance at all meetings.
- Prepare a list of all unfinished business for the use of the President;
- Keep custody of a current copy of the League Constitution and Bylaws, and all other records of the League;
- Keep a current list of League paid memberships as provided by the treasurer;
- Be responsible for all correspondence on behalf of the League;
- Notify officers of their election and chairmen of their appointments;
- Notify the Board of Directors of special meetings;
- Notify the League membership of special League membership meetings;
- Transmit all records and correspondence to any person elected to succeed him or her in that office.

Treasurer

- Be elected by the League membership;
- Hold office for a term of two (2) years;
- Chair the annual budget committee which shall consist of at least three (3) members of the Board of Directors only;
- Present the annual budget at the November Board of Directors meeting;
- Secure two signatures on all checks. Any two of the following are authorized to sign: President, Vice President and Treasurer. The authorized signers shall not be related by blood or marriage or reside in the same household.
- Receive and disburse all funds with the approval of the Board of Directors;
- Keep an accurate account of all funds received and disbursed for the League;
- Submit a financial report at all regular meetings and at such other times as may be requested by the President;
- Compile an annual report of League finances;
- File the annual tax return;
- Provide the books of the League and such other documentation as requested for the annual audit.
- Transmit all financial records to the person elected to succeed him or her in that office.

Player Agent

- Be elected by the League membership.
- Hold office for a term of two (2) years.
- Serve as a focal point for all registrations for the League. Organize all registration dates and events.
- Maintain a player database containing all player information entered from registration forms.
- Assist Division Directors during draft meetings in organizing team rosters.
- Maintain current team rosters for each division.
- Handle all player replacements once teams are established. Serve as the liaison between team managers and players.