



## League Information Officer Position Description



### League Information Officer

- The League Information Officer is responsible to the League President for proper conduct, and achievement of program goals of Information Officer..
- Collect post and distribute important information on League activities including fund-raising, sponsor activities to Little League Baseball, District 8, SRN Members and public media.
- Responsible for management of SRN US Postal Bulk Mail services.
- Prepare and provide for BOD approval, budget for printing and distribution of Little League communication, November Board meeting
- Serve as primary contact person for Little League distributing on line information to the league.
- Encourage use of Internet communications via e-mail & websites; SRN Little League on Line and District 8.
- Webmaster responsible for:
  - Website domain name registration
  - Liaison to SRN Website Host Account LeMoyne College
  - Implementation of DotNetNuke (DNN) Portal and Content Management Framework
  - Management and assignment of BOD role based access to pages and modules
  - Education of BOD members responsible for editing of web pages
  - Responsible for approval of SRN Member registration, access to website and assignment of passwords
  - Responsible for the Management of BOD e-mail accounts.
  - Coordinate online registration process with Player Agent.
  - Implementation of SRN BOD E-Mail Server, BOD role based assignment of e-mail addresses and passwords