



Vice President of Administrative Operations Position Description



Vice President of Administrative Operations

- Is Responsible to the League President for the proper conduct, and achievement of SRN program goals by Building & Grounds Director, Uniform Manager, Equipment Manager, Sponsor Director, Fundraising Director, Volunteer Director, Concession Director.
- Provides for BOD approval November Board Meeting; Capital Budget Expenditures and Management Plan.
- Works with Safety Officer ensures SRN Grounds, Facilities are in compliance with Little League ASAP Program.
- Schedules, participates with League President annual Meeting with Town of Clay.
- Coordinates services of Town of Clay Highway & Parks Department.
- Coordinates League pre-season and post season baseball schedules with the Town of Clay, Buildings and Grounds Director.
- Perform such duties as from time to time may be assigned by the Board of Directors or by the President.