

FOVLL Executive Board Roles & Responsibilities

Serving on the Executive Board for Fair Oaks Orangevale Little League is a leadership commitment to the success, structure, and community of our league. These roles are essential to keeping FOVLL running smoothly and providing a positive experience for our players and families. All Executive Board Members are expected to attend monthly board meetings, actively participate in league operations, serve as Board Member on Duty (BMOD) throughout the season, and be available to help handle issues or emergencies as they arise. These roles require teamwork, accountability, and a willingness to step in wherever needed.

President

The President serves as the chief administrator of the league and is ultimately responsible for the overall operation of FOVLL. This role leads all board and league meetings and represents the league at District 5 meetings, while ensuring that all aspects of the league are running in alignment with both Little League rules and FOVLL supplemental rules. The President oversees the work of the entire board, supports each role, and helps guide decision-making across the league. They are responsible for appointing managers, coaches, umpires, and committee members, with final approval from the board, and must ensure that all appointments and operations comply with the standards set by Little League Baseball International. The President is expected to be the most informed officer in the league, maintaining a strong understanding of rules, policies, and procedures, while also serving as the public face of FOVLL in the community. This role carries full accountability for the league and requires strong leadership, communication, and the ability to manage both day-to-day operations and long-term direction.

Vice President

The Vice President plays a key support role within the league and is often the primary problem solver for day-to-day operations. This position steps in to preside over meetings when the President is unavailable and works closely with all board members to ensure the league is running smoothly. The Vice President typically manages league email communications and helps respond to questions or concerns from families, coaches, and volunteers, making them a central point of contact within the organization. This role requires flexibility and a willingness to step into different areas as needed, helping resolve issues, support events, and keep communication flowing across the league. The Vice President is also considered an ex-officio member of all committees and carries out responsibilities delegated by the President. In leagues with multiple Vice Presidents assigned to specific divisions, one will be designated to act in the President's absence. This role is ideal for someone who is organized, responsive, and comfortable handling a wide range of situations as they come up.

Secretary

The Secretary is responsible for maintaining the organization and documentation of the league at the board level. This role records accurate minutes for all board meetings, ensuring that decisions, discussions, and action items are properly documented and accessible for future reference. The Secretary maintains an up-to-date register of league members and board directors, sends out meeting notices, prepared meeting agendas and attendance, and helps manage official league communications. In addition, this role keeps records of league

activities and important documents, helping preserve the history and structure of the organization. The Secretary plays an important behind-the-scenes role in keeping the board organized, accountable, and operating smoothly, and is essential in maintaining transparency and consistency across league operations.

Treasurer

The Treasurer oversees all financial operations for the league and is responsible for ensuring that FOVLL remains financially organized, transparent, and accountable. This role manages league income and expenses, maintains accurate financial records, and uses tools such as QuickBooks to track and report on all financial activity. The Treasurer prepares and presents financial updates at board meetings, develops and monitors the league budget, and ensures that all funds are handled appropriately and in accordance with board approval. They are also responsible for issuing payments, managing cash flow, and helping the board make informed financial decisions. This role requires attention to detail, consistency, and a strong understanding of financial management, as well as the ability to stay organized in a fast-moving environment.

Head Player Agent

The Head Player Agent is responsible for all player-related operations within the league and plays a critical role in ensuring fairness, organization, and compliance. This position manages the player registration process, oversees team roster creation, and organizes tryouts and drafts for applicable divisions. The Player Agent works to balance teams appropriately and handles any player or team-related concerns that arise throughout the season. A major responsibility of this role is ensuring that all players meet eligibility requirements set by Little League and that league records are accurate and up to date. For All-Stars, the Player Agent verifies eligibility, collects required documentation, and prepares the official tournament binders needed for teams to compete. This role requires strong organization, attention to detail, and the ability to manage both logistics and sensitive situations involving players and families.

Safety Officer

The Safety Officer is responsible for creating and maintaining a safe environment for all players, volunteers, and families within the league. This role oversees the league's safety plan in accordance with Little League's safety programs and ensures that all required safety protocols are followed. The Safety Officer manages volunteer background checks and fingerprinting compliance, serving as the main point of contact for these requirements and ensuring that all volunteers are properly cleared. They are also responsible for tracking and reporting injuries, maintaining records of incidents, and identifying ways to improve safety across the league. This includes reviewing field conditions, equipment safety, and overall risk management. The Safety Officer plays a proactive role in preventing issues and ensuring that safety remains a top priority in all areas of league operations.

Umpire in Chief (UIC)

The Umpire in Chief oversees all aspects of the umpire program within the league and is responsible for ensuring that games are officiated consistently and fairly. This role recruits, trains, and schedules umpires for all games, including supporting and developing the junior umpire program. The UIC works to ensure that all umpires understand and properly apply Little League rules, and serves as a resource for rule interpretation and game situations. They also help address any issues or discrepancies that arise during games and provide guidance to umpires as they develop their skills. This role requires strong knowledge of the game, leadership, and the ability to mentor and support umpires at all levels, helping maintain the integrity and flow of league play.

Final Note

Executive Board Members are the foundation of FOVLL. These roles require time, commitment, and a willingness to take ownership of the league's success. Whether it's handling operations, supporting families, solving problems, or stepping in during unexpected situations, this group ensures that the league continues to run strong and serve our community the way it always has.