**Committee Synopsis***(As of January 29, 2013)*

Director positions are not intended to put all the responsibility on one individual. The goal with Director positions is to have a single person as the point person who can manage and oversee the effort at hand. If you feel a committee could be helpful, feel free to solicit others within the league to assist you.

The list includes:

* Equipment Committee
* PR/Marketing Committee
* Uniform Committee
* Events Committee
* Sponsorship Committee
* Fundraising Committee
* Umpire Committee
* Summer Travel Committee
* Clinics Committee
* Rules Committee
* Scholarship Committee
* Player’s Agent\*   
  \* Does not need to be filled by a board member

**Equipment Director Dana Rundlett**

The Equipment Director is responsible for the oversight and management of all league equipment across the Spring and Summer Programs. This includes:

* Set up an inventory for all equipment
* Inspect and clean all equipment, removed damaged, worn, or unsafe equipment, and replace when necessary
* Distribute all necessary equipment to all teams on a designated Equipment Day prior to the season
* Prepare written inventory of all equipment prior to the season, at the close of the season and ensure the security of the equipment during the off-season
* Solicit secure location for off-season equipment storage
* Maintain inventory of reserve equipment
* Develop an equipment replacement lifecycle
* Orders all new equipment, submit to League President for approval
* Document the process for future reference
* Manage the use of field lockboxes including Gile, Cunningham, Kelly and Andrews
* Manage the distribution of keys for all lockboxes to coaches

**PR/Marketing Director Jen Tegan**

The PR Director is responsible for the marketing Milton Girls Softball through online and local media channels. This includes:

* Develop a marketing calendar highlighting major events for the league:
  + Opening Day Parade
  + Summer Tryouts
  + Freshmen Skills Competition
  + All-Star Weekend
  + Sophomore, Junior and Senior Championship Games
  + Summer Teams
* Develop relationships with local outlets such as the Milton Times, Patriot Ledger, Milton Path, Boston.com Local, etc. to publicize the league (i.e. weekly league standings for the Sophomore, Junior and Senior Divisions, Player Spotlight, Community Outreach efforts, etc.)
* Brainstorm ways to improve retention rate
* Attract new players/new families
* Leverage Facebook and Twitter as a way to connect to the Milton Girls Softball Community

**Uniform Director Karen Lewis**

The Uniform Director is responsible for the managing all uniforms for the Milton Girls Softball Spring and Summer Programs. This includes:

* Manage the uniform process for all Spring Teams. Any changes with vendor, style, cost, etc. require the approval of the League President
* Order T-Shirts for the All-Star Weekend Events
* Distribute uniforms to coaches in a timely and systematic manner
* Document an order and tracking process for record keeping
* Recommend to Board the award of trophies, medals, plaques or awards
* Manage the uniform ordering process for all Summer Teams. Any changes with vendor, style, cost, etc. require the approval of the League President

**Events Director OPEN**

The Events Director is responsible for planning, management and execution of all events for the Milton Girls Softball Spring and Summer Programs. This includes:

* Plan, coordinate, staff and implement MGSA activities, with executive board review. Activities include, but not limited to:
  + Opening Day Parade (Jen Tegan)
  + All Star cookout
  + Freshmen Skills Competition
  + Sophomore, Junior and Senior Championship Games
  + Team Pictures
  + Coaches Appreciation Dinner
* Develop budgets for each event and submit to League President for approval
* Coordinate with Fundraising/Sponsorship Director to coordinate any fundraising activities that may be promoted at MGSA events

**Sponsorship Director Kenny Johnson/Shawn Ward**

The Sponsorship Director is responsible for planning, management and execution of all sponsorship activities for Milton Girls Softball. This includes:

* Developing a sponsorship strategy
* Soliciting sponsors at the various sponsorship levels
* Collecting payment from sponsors
* Solicit and staff committee as necessary to achieve the duties and responsibilities of the committee

**Fundraising Director OPEN**

The Fundraising Director is responsible for planning, management and execution of all fundraising activities for Milton Girls Softball. This includes:

* Develop and execute an overall strategy and structure
* Present and review the strategy to the Executive Board
* Solicit and staff committee as necessary to achieve the duties and responsibilities of the committee
* Manage Red Sox raffle and other fundraising activities

**Umpire Director Rich FitzGerald**

The Umpire Director is responsible for the management, scheduling and management of all umpires for the Spring Junior and Senior games as well as for the home games for the Summer Teams. This includes:

* Obtain ASA umpires to officiate all Senior Division MGSA games. Determine umpire program for each division, ASA and Sophomore/Junior Umpire program.
* Arrange or conduct an umpire-training clinic for Sophomore/Junior umpire program before the start of each season.
* Create a Sophomore/Junior umpire schedule/booking process before each season.
* Create an umpire scheduling process for the Senior Division after contacting ASA assigner (website may be a viable option).
* Create an umpire scheduling process for the Summer Teams after contacting ASA assigner (website may be a viable option).
* Develop an evaluation process for umpires at each level
* Maintain and keep current ASA rules and regulations.
* Make sure Coaches contact info is up to date on the website

**Summer/Fall Travel Director Gary Kelly**

**Clinics Director Gary Kelly / Bill Vaughn/ Laurie Jensen**

**Rules Director Bill Vaughn / Karen Lewis / Ken Johnson / Laurie Jensen**

**Player’s Agent OPEN**