

Position: Vice President of Long Beach Heartwell Fastpitch (LBHFP)

Role Summary: The Vice President of LBHFP assists the President in overseeing the league's operations and helps ensure that all activities align with the league's mission and goals. The Vice President acts as a key leader within the organization, taking on responsibilities as assigned by the President and stepping into the President's role when necessary. This role involves strategic planning, program management, and supporting various league functions to promote a positive and productive environment.

Key Responsibilities:

1. Leadership and Support:

- Assist the President in providing overall leadership and direction for the league.
- Act as the President in their absence, assuming all duties and responsibilities.
- Support the implementation of the league's strategic plan and initiatives.

2. Program Oversight:

- Oversee specific league programs or committees as assigned by the President.
- Work with program leaders and volunteers to ensure the successful execution of events and activities.
- Assist in the development and management of league schedules, including practices, games, and tournaments.

3. Communication and Coordination:

- Facilitate communication between the board, coaches, volunteers, players, and parents.
- Ensure timely dissemination of information regarding league activities, policies, and updates.
- Assist in managing league correspondence and public relations efforts.

4. Operational Management:

- Assist in the organization and coordination of league events, including registration, fundraising, and special events.
- Help manage league facilities, equipment, and resources to ensure they are well-maintained and available for use.
- Work with the board to ensure compliance with safety regulations and league policies.

5. Volunteer Management:

- Assist in recruiting, training, and supervising volunteers to support league operations.
- Foster a positive and collaborative environment for volunteers, recognizing their contributions and addressing any issues that arise.

6. Financial Oversight:

- Collaborate with the Treasurer to monitor the league's financial health and support budgeting processes.
- Assist in fundraising efforts and identifying opportunities for sponsorships and grants.

- Ensure that league funds are used effectively and in accordance with budgetary guidelines.

7. Policy and Compliance:

- Assist in developing and enforcing league policies, procedures, and bylaws.
- Ensure compliance with local, state, and national regulations affecting the league.
- Promote and ensure adherence to the league's code of conduct and ethical standards.

Qualifications:

- Proven leadership experience, preferably in a sports or non-profit organization.
- Strong organizational and communication skills.
- Ability to work collaboratively with diverse groups of people.
- Knowledge of softball rules, regulations, and best practices.
- Financial acumen and experience with budgeting and fundraising.
- Commitment to the mission and values of LBHFP.

Time Commitment:

- The Vice President is expected to commit a significant amount of time to attend board meetings, league events, and other activities. The role may require additional hours during peak periods, such as registration and tournament seasons.

Term:

- The term of the Vice President is typically defined by the league's bylaws and is subject to re-election by the board or membership.