

MEMBER VOLUNTEER INFORMATION

Club Member's Name: _____ **Phone Number:** _____

Golden Senior Softball Club Sacramento is dependent on the contribution of volunteers to be able to operate efficiently. Please indicate if you are willing to be considered to serve the Club in one or more of the capacities indicated below.

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| <input type="checkbox"/> Team Manager, League _____ | <input type="checkbox"/> Photographer |
| <input type="checkbox"/> League Commissioner, League _____ | <input type="checkbox"/> Publicity / Communications |
| <input type="checkbox"/> Umpire | <input type="checkbox"/> Website Management |
| <input type="checkbox"/> Scorekeeper | |

Committee(s)	General Duties
<input type="checkbox"/> Picnic	Coordinates end-of year picnic for club members and guests.
<input type="checkbox"/> Rules	Establishes league playing rules subject to Board of Director's approval.
<input type="checkbox"/> Safety	Coordinates Red Cross training for club members and ensures club's AED equipment is operating correctly

Board of Director Positions	General Responsibilities (Review Club's Governing Rule Book for more detail information)
<input type="checkbox"/> President	As Chief Executive Officer, supervises and controls all business affairs for the club. Serves as presiding officer for Board of Director's (BOD) or General Membership meetings and ex-officio member of all committees. Signs contracts on behalf of the club.
<input type="checkbox"/> 1 st VP	Responsible for overseeing and directing the solicitations of sponsors and collection of sponsor contributions. In absence of President, assume those duties.
<input type="checkbox"/> 2 nd VP	Responsible for purchase of uniforms and equipment. Assume any other duties assigned by the board. In absence of Club President and 1 st VP assume duties of Club President.
<input type="checkbox"/> Treasurer	Custodian of all Club funds. Issue and co-signs all checks, prepares banking deposits, financial statements; ensure tax return and regulatory requirements are prepared and filed in a timely fashion. Maintains adequate records of all income and disbursements, keeps file receipts for all transactions.
<input type="checkbox"/> Club Commissioner	Appoints and oversee all league commissioners. Responsible for regular season league and playoff schedules for all leagues. Acts a liaison to head umpire and all scorekeepers (unless otherwise re-delegated). Supervise and coordinate their activities to ensure adherence to club policy and rules.
<input type="checkbox"/> Player Agent	Responsible for club membership matters including new and late sign-ups. Custodian of Club Membership database. Identifies Life Members at the beginning of new season. Runs membership reports for BOD as requested. Provides club commissioner and league commissioners with official draft list.
<input type="checkbox"/> Secretary	Records minutes from BOD and Membership meetings. Conducts official correspondence of the Club and performs any other duties assigned by the BOD. Keeps on file the Articles of Incorporation, By-Laws, Standing Rules and minutes of meetings.

Other Capacity _____

Are you currently certified in any of the following?

- First Aid CPR AED