

**Cactus Cities Softball League  
Election Information and Board Responsibilities**

**Election Information:**

The election of the officers is held on an annual basis by a written vote. The members of each respective division will elect the officers of their division: open division voting for open division positions and women's division voting for women's division positions. After one (1) year, the assistant treasurer become the next league treasurer with the assistant treasurer position being filled by alternating divisions. The assistant treasurer and event coordinator will be elected by members of all divisions. The election will be each year no later than July 1 during a period of competitive activity (spring season, usually in April/May). All officers take office on September 1 for a two (2) year term.

Year	Open Division	Women's Division
<b>Even</b>	Commissioner Secretary Assistant Treasurer	Assistant Commissioner ASANA Representative (Ass Tres → Tres)
<b>Odd</b>	Assistant Commissioner NAGAAA Representative (Ass Tres → Tres) Event Coordinator	Commissioner Secretary Assistant Treasurer

**Official Job Responsibilities**

Division Commissioners:

1. The division commissioners will be the official spokespeople for the CCSL and shall be responsible, with the advice and council of the Commission, for the overall direction of the CCSL.
2. The division commissioners shall chair all membership, Commission and Executive Committee meetings. The divisional commissioners shall alternate chairing each executive meeting between the women's and open division commissioners.
3. The division commissioners shall serve as voting members of all standing committees.
4. The divisional commissioners shall represent the CCSL at national meetings in the event the national league representatives are not able to do so.

Division Assistant Commissioners:

1. The division assistant commissioners shall exercise the power and authority and perform the duties of the division commissioner in absence or disability of the division commissioners for the same division.
2. The division assistant commissioners are responsible for the acquisition of adequate playing facilities and qualified officiating staff for all competitive activities.
3. The division assistant commissioners will perform such duties as are assigned by the division commissioners to implement the CCSL by-laws.

Division Secretaries:

1. The division secretaries will maintain the official copy of the by-laws, rules of play, code of conduct, and any other related corporate documents.
2. The division secretaries will record and maintain Commission and Executive Committee meeting minutes and make these minutes available to members as requested.
3. The division secretaries will maintain a roster of all the competitive teams including their players and Commission representative.
4. The division secretaries are responsible for recruitment of new members.
5. The divisional secretaries will maintain all waivers for league membership.

Division National Representatives (NAGAAA/ASANA):

1. The division NAGAAA/ASANA representatives will represent their respective division of the CCSL at all regional, national and international meetings related to the operation of the corporation.
2. The division NAGAAA/ASANA representative will ensure that all officers, members and coaches are conforming to NAGAAA/ASANA or other pertinent regulations.
3. The division NAGAAA/ASANA representative will monitor any changes in NAGAAA national regulations and will represent the CCSL best interests during processes where the NAGAAA national regulations are changed.

Treasurer:

1. The treasurer is accountable for all funds received and disbursed by the corporation.
2. The treasurer will prepared monthly and annual financial statements and present these reports to the Executive Committee. Financial reports will also be presented to any regular meeting of the Commission. An annual report will be available to any member in good standing upon request.
3. The treasurer will prepare budgets as requested by the Executive Committee. The budgets will include, but not limited to, funds for playing facilities, officiating staff, office expenses, mailings, awards banquets and all other necessary corporate expenses.
4. The treasurer will file the annual financial statement with the corporation commission in order to maintain the CCSL's incorporated status.
5. The treasurer will assist the assistant treasurer in learning about CCSL financial operations, standards, and procedures.

Assistant Treasurer:

1. The assistant treasurer will assist the treasurer with their duties as assigned by the treasurer and will strive to be knowledgeable in CCSL financial operations prior to assuming the office of the treasurer.
2. The assistant treasurer will assume the position of the treasurer when the treasurer is not able to fulfill their term.

Event Coordinator:

1. The event coordinator will organize and run league fund raisers including but not limited to the annual chili cook off.
2. The event coordinator will help with league publicity, recruiting, and advertising.

**Unofficial Job Responsibilities:**

All Commission Members:

1. Attend monthly meeting, schedule for the first Saturday of each month unless of a holiday or other league event.
2. Help out with the field duties each Sunday of league play, including:
  - A. setting up tables and the pop up tent,
  - B. laying out bases as well as getting them to/from storage,
  - C. collecting donations for beer and water,
  - D. answering questions from league members (usually where/when they play),
  - E. and networking with league members so they know who their elected officials are.