

Mabel League Executive Roles & Responsibilities – 2026 Season

Executive Team

All Executives are asked to do the following:

- Understand your role and responsibilities.
- Maintain and add to a Roles and Responsibilities document for your role to track tasks and support annual executive transition.
- Maintain and organize all documents pertaining to your role on the league's google drive.
- Support the work of the other Executives as necessary.
- Attend the majority of Executive Meetings and communicate in a timely manner with the Chair and Secretary when you are unable to attend.
- Provide ongoing input and feedback on league activities and key deliverables.
- Support the management and operations of the league.
- Foster an inclusive environment, and a collaborative spirit.
- Have fun!

Chair

- Oversee the operations and administration of the League;
- Organizes and calls for a General Meeting, Team Rep Meeting or Executive Meeting;
- Issues notices of meetings to Members of the Society, the Team Reps and the Executives with the support of Socials.
- Brings the Executive together early January to plan for the upcoming season.
- Support the ongoing work of the other Executive Members;
- Do frequent check ins with the other Executive Members;
- Works with the Scheduler to create an 'Important Dates' sheet and share with Executive.;
- Organize the first Team Rep Meeting of the season, no later than March;
- Chair General Meetings and Team Rep Meetings, ensuring that the agenda is followed, to manage time, and to maintain respectful communication, decorum and good order;
- Creates an agenda with the Secretary for each meeting;

- Assume or delegate the role and responsibilities of the Co-Chair if the Co-Chair is unable or ineligible to act;
- Prior to the Society entering into any contracts, review contracts to ensure compliance with the Society's insurance policies, and ensure that facility and equipment rentals are approved by the League's general liability insurer;
- Ensure that all statutorily required records are kept at the Registered and Records Address of the Society, and have access those records as required for the discharge of the Chair's duties;
- Maintain and organize the League's google drive and keeping of records along with the Secretary;
- Collect and safe-keep all records for the past five years, and ensure records are handed off to the next elected Chair;
- Be an official signing authority for the League, along with the Co-Chair, Treasurer and Secretary;
- Review and approve the financial statements and budget prepared by the Treasurer, together with at least one other Executive member;
- Sit on committees if Co-Chair cannot attend or is ineligible, or assign to another Executive member as necessary;
- Respond promptly to inquiries through the mabel@mabelleague.com email account and forward mail to the appropriate executive members;
- Maintain a Roles and Responsibilities Executive document in collaboration with the Registrar.
- Develop the Finals checklist and ensure that all items for Finals Tournament planning are completed.

Co-Chair

- Support the Chair and other Executive members as needed;
- Support projects and administration tasks as needed and in collaboration with the Chair;
- Assume the role and responsibilities of the Chair if the Chair is unable or ineligible to act;
- Assume the role and responsibilities of the Secretary if the Secretary is unable or ineligible to act;
- Oversee and create committees relevant to each season including developing terms of reference, recruitment, and ensuring sustainability of committees;
- Support the Executive Member running skills clinics;

- Organize and sit on the following committees;
 - Grievance Committee
 - DEI Committee
- Be an official signing authority for the League, along with the Chair, Treasurer and Secretary;
- Assist Registrar in verifying eligibility of new players;
- Develop the LIL Tournament checklist and ensure that all items for LIL Tournament planning are completed.

Secretary

- Take minutes of all General Meetings, Team Rep Meetings and Executive Meetings, and maintain up-to-date records;
- Ensure minutes of all meetings are posted on the League website within 14 days of each meeting;
- Be an official signing authority for the League, along with the Chair, Co-Chair and Treasurer;
- In coordination with the Registrar, maintain a current list of Executive and Team Representative contact information on an ongoing basis and distribute that list to the Executives and Team Representatives when changes are made;
- Provide and collect Team Representative sign-in sheets at all League Meetings and report attendance to Statistician at the end of the season for calculation of participation points;
- Record attendance of Executive at Executive and League meetings and report to Statistician at the end of the season for calculation of participation points;
- Keep an ongoing list of tabled items and bring forward items for the Chair to add to meeting agendas and to hand over to newly elected Executive for the following year;
- Maintain and organize the League's google drive and keeping of records along with the Chair;
- Update bylaws and constitution and rules after AGM & SGM's;
- Ensure the most up to date versions of the above documents are on the website;
- Oversee the Community Fund program, from bringing forward applications, and paying out approved applications.
- Prepare and file with the Corporate Registry Office any statutory filings required on a regular basis, including but not limited to the following filings:
 - Annual Report, within 30 days after each Annual General Meeting;

- o Notice of Change in Executive/Directors, each time the Society changes Directors other than at an Annual General Meeting;
- o Notice of Change in Address of Society, each time the Society changes its Registered and Records Address; and
- o Special Resolution for Change in Constitution/Bylaws, each time the Society changes the Constitution or Bylaws by Special Resolution.

Treasurer

- Receive all League Fees;
- Disburse all League funds;
- Keep up-to-date financial records;
- Keep any financial statements necessary to comply with the BC Societies Act;
- Prepare and present financial statements to the Executive, Team Representatives, Members and others when required, including but not limited to the following:
 - o a pre-season budget to be presented at the first Executive meeting of a season;
 - o an interim financial report to be presented at a mid-season Executive Meeting
 - o an interim financial report to be presented at each Executive meeting; and
 - o financial statements to be presented to the Members at each Annual General Meeting, in accordance with the requirements of the BC Societies Act;
- Be an official signing authority for the League, along with the Chair, Co-Chair
- and Secretary;
- Processing and recording all financial transactions. Retain all records of deposits and paid invoices, to be passed onto next year's Treasurer, including evidence of electronic transactions;
- Assist in the preparation of budgets for League events and projects in consultation with other Executive members;
- Timely reimbursements of expenses incurred;
- Improve financial processes as needed.

Registrar

- Managing all league and roster administration through SPN
- Distribute and collect all Mabel League Team Registration Forms;
- Ensuring all players have signed the SPN waiver prior to participation;;
- Overseeing league sanctioning and liaise with treasurer for annual SPN payment;;
- Obtaining and distributing Certificates of Insurance (regular season and tournaments);
- Prepare and maintain the Register of Members of the League, which will contain Members' team affiliation(s) and contact information;
- Coordinating and obtaining Directors & Officers Insurance;
- Create, manage and maintain the sub lists, including waiver compliance and fee tracking;
- Verifying waiver compliance for Skills Clinic attendees
- Manage, maintain and distribute the new player list to Team Reps;
- Manage injured player reporting (In coordination with UIC);
- Ensure document continuity and supporting offboarding at end of term;
- Create and maintain the following documents:
 - Executive Handbook
 - Onboarding Manual
 - Transition Documents
 - Offboarding Process

Statistician

- At the beginning of each season reach out to the Team Reps and confirm which teams will be returning;
- At the time of Team Registration, propose Team placement in divisions based on previous year's ranking, current make-up of the Team and even distribution of teams across divisions;
- Receive all game scores, calculate Regular Season standings and ensure they are posted on the League website on an ongoing basis;
- Calculate final standings at the end of a season and ensure they are posted on the League website in a timely manner;
- Ensure all tournament game scores are collated and determine teams to play in the finals;
- Track forfeited games and report any violations of the forfeit bond to the Executive;
- Provide reminders to teams to submit scores;

- Receive score books and determine Members' playoff eligibility;
- Collaborate with Scheduler regarding match ups;
- Maintain statistical tools, including but not limited to the stats spreadsheets;
- Calculate participation points and awards in collaboration with the Treasurer.

Scheduler

- Prepare, solicit feedback, and finalize game schedules for the Regular Season, LIL Tournament and Finals Tournament;
- Reschedule all Rained-Out games, and any other games which are rescheduled at the sole discretion of the Executive, and notify the relevant Team Representatives and the UIC of the rescheduled games;
- Work closely with the Statistician and make recommendations for match up of teams;
- Collaborate with Fields, UIC, and Statistician involving scheduling;
- Organize any additional tournaments outside of LIL and Finals.

Fields

- Contact all the representatives of the various fields used by the League to arrange field rentals/permits for Regular Season games, the LIL Tournament, the Finals Tournament and special events;
- Ensure that all fields used by the League comply with the requirements of SPN and any other League insurance coverage;
- In coordination with Treasurer, ensure that booked fields are paid for;
- In coordination with UIC and Scheduler, book fields for rainout games;
- In coordination with the Clinics, ensure that league-owned equipment (base sets, base liner, scoreboards, etc.) are in functional order and procure new equipment as required.
- Check all fields periodically for maintenance issues and keep a tracking document for this.
- Respond to league member concerns about fields maintenance or other issues;
- Provide copies of all field permits to the Executive upon request
- Liaise with the Vancouver Parks Board as necessary.

UIC

- Administer all issues of rules, training and qualifications regarding umpires;
- Ensure that all umpires are certified and insured through SPN;
- Promote umpire recruitment and development from within the League and outside of the League, including setting up at least 1 training clinic per year at the start of the season open to new umpires or umpires requiring a refresher course;
- Resolve any conflicts that arise with umpires;
- Review and, if the UIC deems necessary, revise, the following rules each season, and provide these rules to each Team Representative and Umpires in writing:
 - Prior to the beginning of League play each Season, the ground rules for each field used by the League;
 - Prior to the beginning of League play each Season, the Rules of Play;
 - Prior to the LIL Tournament, LIL Tournament Rules; and
 - Prior to the Finals Tournament, Finals Tournament Rules;
- Select and purchase league approved balls for each regular season team and tournament (12 per team and 22 per tournament);
- In coordination with the Scheduler and Fields Executive, reschedule umpires for all rained out games or otherwise unplayed games;
- Advise the Statistician and Scheduler of any forfeited games which have not been played and which will not be rescheduled;
- Determine rain-out status of games at least three hours prior to game time, and notify Executive, Socials, the umpires and the Scheduler of same; and
- Approve or restrict all new team uniform colours;
- Organize and oversee the Rules committee.
- Liaise with Umpire Association

Events

- Coordinate all tasks and persons involved in the organization of the League's various special events, which may include but is not limited to a pre-season sport/social event and a post-season sport/social event;
- Coordinate all tasks and the volunteer schedule for league tournaments, including the LIL and Finals;
- Recruit and coordinate Members for volunteer assignments, including the organization of special events;
- Calculate the corresponding Participation Points earned by volunteers and share with Statistician;
- Purchase liquor license and special event insurance for tournament weekends;

- In coordination with the Registrar, purchase special event insurance;
- In coordination with Socials, compile and advertise all important dates, event details and promotion materials to promote all Mabel social events throughout the year;
- Coordinate all tasks related to Merchandise (Merch) each year. This includes, but not limited to, inventory, ordering new items, working with treasurer regarding budget for items, etc;
- Work with food vendors to attend League tournaments and/or other events, and arrange for the food vendors to be reflected on field permits.

Socials

- Arrange and manage recruitment, advertising, marketing, promotion and community outreach opportunities;
- Maintain and update the League website on an ongoing basis, including graphics, content, hosts and domain services;
- In collaboration with the Scheduler, post a list of important dates and deadlines on the website and socials;
- Prepare and distribute League newsletters (monthly from March to August);
- In collaboration with the Secretary create a communications plan each year for transparency among the league;
- Create and maintain standardized communication processes for Executive, Team Representatives and Members;
- Maintain and keep copies of the League's logos, photos and other digital graphic files;
- Establish the annual Communication Plan during the first year, and refine it each year by incorporating lessons learned, new priorities, and updated timelines.

Sponsorships

- Arrange and manage League fundraising and sponsorships;
- Sit on the Fundraising and Grants committee;
- Obtain prizes for special events and tournaments;
- Research and apply for applicable grants on behalf of the League;
- Create a sponsorship package;
- Collaborate with Executive to stay informed on sponsorship requirements and what assets can be offered;

- Liaise with League sponsor(s), where applicable;
- Work with vendors to attend League tournaments and/or other events, and arrange for the vendors to be reflected on field permits.

Clinics

- Planning and coordinating all skills clinics at the start of the season.
- Manage all skills clinics offered before or during the season;
- Liaise with Fields and Scheduler when developing schedule.
- Recruit and onboard volunteers to facilitate skills clinics.
- Facilitate skills clinics;
- Develop a skills clinic schedule to be shared with the Co-Chair.
- Organize skills clinics promotion with Socials.
- Organize and track clinic registration.
- Prepare and organize equipment for skills clinics;
- Calculate the corresponding Participation Points earned by volunteers and share with Statistician;
- Evaluate skills clinics to inform future seasons.
- Support Executive with other projects as needed;
- In coordination with Fields, ensure that league-owned equipment (base sets, base liner, scoreboards, etc.) are in functional order and procure new equipment as required.

History

- Create and maintain a plan to engage with league alumni;
- Work with Socials to create 2 alumni newsletters a year that promote the scheduled events, tournaments and other opportunities that they can participate in;
- Plan and organize events for Anniversaries within the league;
- Create a framework for recording Mabel's history;
- Maintaining, adding to, and collecting information for a Mabel League digital archive;
- Main contact for Mabel alumni;
- Maintain a list of current and past teams to ensure we have ongoing records;
- Create and maintain an exit survey for departing team(s) and departing players

Specific to 2026

- Long term – Mabel Clubhouse and Field – Scheduler
- Update and Organize the drive - Chair
- 40th Anniversary of the LIL - History
- Knowledge translation/101 resources to offer more information outside of bylaws. e.g. Proxy Vote 101, Understanding Participation Points etc. – Co-Chair and Statistician
- Update and Maintain Website – Statistician and Socials