1. **Nominations / Vote – DMBA Executive Positions**
	1. **President**
		* Preside at all meetings of the DMBA
		* Direct the operation of the DMBA
		* Be an ex-officio member of all committees.
		* Vote on matters only to break a tie.
	2. **Vice President x 2**
		* Be available to substitute for President when required.
		* Direct & assist with the duties to be performed by the Directors.
	3. **Secretary**
		* Notify all Executive members of the Executive meetings
		* Record & distribute all Executive meetings minutes
		* Prepare with the assistance of the President, an Agenda for each meeting
		* Keep custody of all DMBA documents & correspondence
		* Keep an up-to-date record of all By-laws & rules & policies as they are adopted & keep same on file
	4. **Treasurer**
		* Work with all DMBA members, provide budget updates and have signing authority on account
		* Collect & properly record all finances;
		* Pay all accounts upon Executive approval by cheques which are signed together with the Vice- President or as delegated by a resolution;
		* Be prepared to submit interim financial information as up-to-date as possible at each Executive & General Meeting;
		* Submit an annual financial statement at the Annual General Meeting;
	5. **Registrar**
		* Be responsible for registering all players, coaches, and managers of all teams in their sections and issuing and collecting all OBA Rosters for same.
	6. **Equipment Director**
		* Ensuring that all DMBA teams have the necessary equipment to safely & properly compete in their respective leagues;
		* Procuring the best possible value on equipment purchases;
		* Controlling equipment inventory losses.
	7. **Diamond Director/Convenor (possibly 2 positions)**
		* Assist in diamond tasks and meetings with Norfolk County Staff
		* Keep diamond equipment and supplies stocked in sheds
		* Make sure equipment is in work condition and assist if any issues arise throughout the season.
		* Assist in training coaches/volunteers to line the diamond for games
	8. **Rep Convenor**
		* Oversee all aspects of the rep program including equal evaluations of teams
		* Responsibilities include recruiting coaching staff, assisting in scheduling, assisting in any organization events.
		* Rep Convenor is the first point of contact for coaches and parents should any issues arrive throughout the season.
		* Rep Convenor to assist in hosting Coaching orientation.
	9. **Canteen Director**
		* Coordinate and schedule volunteers for canteen (IE: assisting coaches get parent volunteers, etc.)
		* Purchase and stock Canteen throughout the season
	10. **Scheduling Director**
		* Work with the SCBA Convenors for REP teams & the House League Inter-Loc Scheduler to maintain an up to date schedule online.
		* To oversee access to the website & where coaches can amend or report information themselves.
		* Report any issues of chronic misuse or lack of use of the website by coaches to the Executive for action.
	11. **Umpire Director**
		* Coordinate & schedule qualified umpires to umpire REP & HL games.
		* Ensure all umpires employed by DMBA are aware of the most recent local rules, & OBA issued Blue Notes.
		* Issue payment, supplied by the Treasurer, for services rendered.
		* Report any issues, including forwarding of umpire reports to the SCBA Umpire-in-Chief.
		* If the Umpire-in-chief is not available, than the Umpire Coordinator will rule on any dispute, 7 their decision is final, unless appealed to SCBA.
	12. **House League Convenor**
		* Oversee all aspects of the house league program.
		* Responsibilities include recruiting coaching staff, assisting in scheduling, assisting in any organization events.
		* HL Convenor is the first point of contact for coaches and parents should any issues arrive throughout the season.
		* HL Convenor to assist in hosting Coaching orientation
	13. **Coaching Director**
		* Responsibilities include recruiting coaching staff, assisting in scheduling, assisting in any organization events.
		* Coaching Convenor is the first point of contact for HL Convenor & Rep Convenor should any issues arrive throughout the season.
		* Convenor to assist in hosting Coaching orientation
	14. **Advertising/Sponsorship**
		* Assist in coordinating of advertising for DMBA
		* Assist in coordinating and getting sponsorships for DBMA and teams.
	15. **Fundraising Coordinators**
		* Assist in DMBA fundraising as well as assist and attend Youth Sports Committee meetings/events.
	16. **SCBA Representative**
		* Attend SCBA meetings
		* Represent DMBAs best interests at meetings and in a vote
		* Report relevant meeting information back to the DMBA executives
	17. **Directors at Large (min4-max14)**
		* Help where needed throughout the season
		* Assisting in any organization events
		* Participate in any sub-committees