

CPFA now accepting applications for members to serve on the Board.

The primary objective of the Champlin Park Fastpitch Association Board is to serve and expand our membership. Our Association seeks to provide a community and volunteer-driven program to promote the growth and development of our players. Our Association works to promote a fun, fair, and safe environment that maximizes participation and improves players' skills while developing sportsmanship, teamwork, and self-confidence.

We have determined in order to continue to the growth and enhancement of our association that the boardmember positions & responsibilities would be best served as follows:

- **President**

Responsibilities include -

- CPFA Tournament
- Recruiting Coaches and Coach Training
- Attend Suburban League President Meeting
- Conduct Board and CPFA general membership meetings
- Conduct Player/Parent Meeting to kick-off season
- Evaluate equipment, make recommendations for annual budget, and delegate purchases
- Determine player development strategy and delegate duties as needed

- **Vice-President - FILLED**

Responsibilities include -

- Assist the President with above duties
- Advertise Association
- Recruit players, i.e. develop and distribute flyers to local schools
- Uniforms/Sportswear
- Pictures

- **Treasurer**

Responsibilities include -

- Collect all registrations and monies for season and player clinics
- Prepare budget and provide monthly financial statements for board review
- File Tax returns
- Purchase/renew association insurance
- Submit timely payments on behalf of the Association

- **Secretary - FILLED**

Responsibilities include -

- Prepare Board meeting notes
- Update communications with local newspapers
- Collate all player forms and distribute team book, equipment, and keys to coaches
- Update all registration data for summer and fall season

- **Communications Director - FILLED**

Responsibilities include -

- Website Maintenance and broadcast emails to association
- Sign up team parents for website access and provide training
- Update volunteer hours from Volunteer Director on website
- Update registration data on website

- **Operations Director**

Responsibilities include -

- Schedule fields for games and practices
- Develop plan for field preparation
- Schedule facilities for player clinics, parent/player meeting, indoor practices, and try-outs
- Coordinate umpire needs with Independent Officials Associations

- **Volunteer/Fundraising Director**

Responsibilities include -

- Ensure team parent designation and communicate responsibilities
- Coordinate volunteers for try-outs, parent/player meeting, tournament, and clinics
- Ensure CPFA participation in local parades and coordinate volunteers
- Responsible for fundraising committee

Term for each position will range from 2-3 years.

New Board members will be determined at the September Board meeting and will transition into their role in the October Board meeting. Fiscal year begins in November – this is when new Board members will take the reins

If you are interested in the above open positions, please provide the following information in an email to Lori.Nelson@rebelgirls.net no later than **Friday, August 6th**:

- Name
- Phone number
- Your connection to Champlin Park Fastpitch Association (CPFA)
- # of years associated with CPFA
- Previous experience with other association boards
- Your thoughts or goals for CPFA
- Other experience or interests that would be valuable as a CPFA Boardmember
- CPFA Boardmember Position Interest

We will be holding a CPFA boardmember meeting (Location TBD) on Sunday August 8th to review the number of interested parties, and determine if an association vote is needed given the number of volunteers and their experience.

Regards
Lori Nelson
CPFA Secretary