



**SVBPL, THE 8-BALL BILLIARDS LEAGUE FOR SILICON VALLEY**  
**A Not for Profit Organization**

REVISED: 1<sup>ST</sup> SEPTEMBER 2006

## ***SVPBL EXECUTIVE COMMITTEE JOB DESCRIPTIONS***

**A DETAIL OF THE EXECUTIVE COMMITTEE POSITION TITLES, DUTIES, RESPONSIBILITIES, AND MINIMUM ACCEPTABLE APPLICANT QUALIFICATIONS**

### ***CURRENT SVBPL EXECUTIVE COMMITTEE LEADERS***

<b>Name</b>	<b>Phone</b>	<b>Email</b>	<b>Position</b>
David Rodgers	408.250.5859	<a href="mailto:djrodgers@aol.com">djrodgers@aol.com</a>	Executive Commissioner
Wayne Stone	650.279.4122	<a href="mailto:wstone@mail.arc.nasa.gov">wstone@mail.arc.nasa.gov</a>	League Administrator
"Gator" Gatewood	408.910.4283	<a href="mailto:LLIF@aol.com">LLIF@aol.com</a>	Finance Commissioner
Lee Collings		<a href="mailto:webmaster@svbpl.org">webmaster@svbpl.org</a>	Webmaster

### **EXECUTIVE COMMITTEE**

The purpose of the Executive Committee is to uphold and advance the game of 8-ball pool as documented in the SVBPL By-Laws. The SVBPL Executive Committee positions of President or League Operator, and Treasurer or Finance Commissioner, are elected posts. Administrative Officer or Secretary and Assistant position, eCommunicaitons Officer or Web Master, and Sponsorship Officers are appointed by the President or League Operator.

The Executive Committee members serve at the direction and discretion of the entire league membership. They are responsible to the League (Sponsors, Captains, and Players) and act on their behalf to coordinate league actions and activities.

The positions outlined herein include:

League Executive Officer - President or League Operator

Administrative Officer - Secretary or Record Commissioner

Sponsorship Officer – Bar/Tavern Liaison or Sponsorship Commissioner

Finance Officer – Treasurer or Finance Commissioner

eCommunications Officer – Web Master

All members of the Executive Committee are knowledgeable of the rules of play and capable of making dispute determinations as needed, providing there is no implied conflict of interest.

The League and Executive Committee may appoint additional members to participate in league operations as determined necessary. The Executive Committee positions are detailed herein.

# SVBPL



## **Executive Officer**

Position Title - **President or League Operator**

Requirements:

The Executive Officer is responsible for oversight of the overall league operations including, but not limited to Operations, Finance, Public Relations, Records, and Sponsorship.

The Executive Officer is the lead contact point for all inter and intra-league communications including Sponsors, Captains, and Players business communications and needs. The Executive Officer will also be the main contact for associations concerning league sanctioning.

The Executive Officer is required to be available during league events (match play, post season play, and league meetings). It is desired that he/she also have access to the Internet for communications, have appropriate computer skills with knowledge of Microsoft Word, Excel, and Power Point, and mobile phone or electronic pager for contact during league play events.

The Executive Officer will assist the Administrative Officer in preparation and management of league match play, playoff, and individual tournament schedules, new rule adoption, and all operations functions.

Duties Include:

- Oversight of Regular Season League Schedule
- Chair of League Meetings
- Maintain and upkeep of League By-Laws
- Dispute Resolution and final determiner of disputes irresolvable by other Executive Committee persons
- Final Arbiter of Rules Interpretation, where applicable and where there is no perceived conflict of interest
- Coordination and communication with League Approved sanctioning bodies
- May act in the stead of the Executive Officer when needed.

**Administrative Officer**

Position Title - **Secretary or Records Commissioner**

Requirements:

The Administrative Officer is responsible for oversight of the league records and tournaments including, but not limited to Player records, Team records, Tournament format, catalog and upkeep and preparation of League documentation.

The Administrative Officer is the primary scheduler for league play and will settle disputes relating to player and team eligibility, Individual Player tournaments (Top Shooter, WildCat, etc.) and player handicapping where necessary. The Administrative Officer will also be the first back-up contact to the Executive Officer for associations concerning league sanctioning.

The Administrative Officer is required to be available during league events (match play, post season play, and league meetings). It is desired that he/she also have access to the Internet for communications, have appropriate computer skills with knowledge of Microsoft Word, Excel, and Power Point, and mobile phone or electronic pager for contact during league play events.

Duties Include:

- Preparation of Regular Season League Schedule and associated documents in concert with the Executive Officer
- Recording of League Meetings
- Dispute Resolution
- Arbiter of Rules Interpretation, where applicable and where there is no perceived conflict of interest
- Collect, catalog, and maintain all League play records
- Work with League WebMaster for communication of League information with Sponsors, Players, and Teams
- Back-up coordination and communication with League Approved sanctioning bodies

**Assistant Administrative Officer**

Position Title - Assistant Records Commissioner or Assistant Secretary

The position Requirements and Duties are similar to those of the Administrative Officer in assisting the Administrative Officer in the completion of the duties outlined. May act in the stead of the Administrative Officer when needed.

# SVBPL



## **Sponsorship Officer**

Position Title - **Bar/Tavern Liaison or Sponsorship Commissioner**

Requirements:

The Sponsorship Officer is responsible for communication with the League Sponsors for promotion of League events, including but not limited to distributing and posting of league information at sponsor locations, communication and collection of sponsor donations for league events (i.e. banquets), receive Sponsor related information for distribution and communication to the league, and assistance with league awards ordering and preparation.

The Sponsorship Officer is required to be available during league events (league meetings). It is desired that he/she also have access to the Internet for communications.

Duties Include:

- Preparation, collection, and oversight of Awards
- Collection and management of Sponsor donations and information
- Dispute Resolution
- Arbiter of Rules Interpretation, where applicable and where there is no perceived conflict of interest
- Assure League information is communicated to the Sponsors including assuring accurate posting of information
- Support Administrative Officer and League WebMaster for cross communication of League and Sponsor information

# SVBPL



## **Finance Officer**

Position Title - **Treasurer or Finance Commissioner**

Requirements:

The Finance Officer is responsible for collect of all league dues, fees, maintenance of league accounts, payment of league approved obligations, and the general disposition of all league monies. He/she is also responsible for preparation of League Finance Report.

The Finance Officer must have ability to create and maintain financial records, and prepare invoices and receipts. It is desired that the Finance Officer have access to the Internet for communications. He/she is required to be available during league events (league meetings).

Duties Include:

- Collection of League Dues, Fees
- Oversight of League Finances
- Recordation of Sponsor donations
- Assure League Finance information is communicated to the Sponsors
- Dispute Resolution
- Arbiter of Rules Interpretation, where applicable and where there is no perceived conflict of interest
- Primary contact with League banking institution(s)
- Support Executive and Administrative Officer

# SVBPL



## **eCommunications Officer**

Position Title - **Web Master**

Requirements:

The eCommunications Officer is responsible for upkeep, maintenance and oversight of the SVBPL.ORG web site.

The eCommunications Officer must have ability to create and maintain web pages and the web site overall. The eCommunications Officer will work with the Administrative and Executive Officers for all web content. It is mandatory that the eCommunications Officer have knowledge of appropriate web services, software, and have access to the Internet. He/she is required to be available during league events (league meetings).

Duties Include:

- Care and maintenance of SVBPL.ORG
- Creation of web based tools and services
- Oversee posting of league information as received by the Administrative or Executive Officers
- Works with interested Sponsors for creation of sponsor specific information
- Primary contact with League web service providers