***E.S.P.L. JOB DESCRIPTION***

***COMMISIONER***

***2011***

The Commissioner is the Chief Executive Officer of the league and as such maintains a liaison with the Fairfield Centre staff as necessary. He / She must oversee all operations of the league. He / She will uphold and promote the values of the E.S.P.L., such as good sportsmanship, fellowship, and fairness, and the best interests of recreational slo-pitch. The position of the Commissioner is for a two year period and can be changed by a majority executive vote at any time.

***Job Description***

**1:** Prepares agendas for meetings.

**2:** Presides as Chair at all executive meetings.

**3:** As an ex-officio will serve as a member of all such committees.

**4:** Oversee the appointments of committees and committee chairpersons.

**5:** Delegates various administrative responsibilities to individual committee members.

**6:** Represents the E.S.P.L. in dealing the other Slo-Pitch organizations.

**7:** Arranges for signing authority for E.S.P.L. expenses.

**8:** Prepare preseason letters for all potential ball players regarding early bird registration and mail out in early January.

**9:** Prepare and mail out banquet invitation letters.

**10:** Work closely with the Fairfield Centre representative regarding all items that deal with the running of the league between the City & E.S.P.L.