

Position Description

PRESIDENT

Purpose:

Charged with providing leadership and direction to the Committee, the President is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the club. He/she also works to optimize the relationship between the Committee, any paid contractors, volunteers and other members, and to achieve the club's agreed goals. The President is generally the spokesperson for the club and should work to maintain key relationships within and outside of the club.

Key Responsibilities:

- Represents the club and advances the interests of the club in all interactions with members, administering and other external bodies at local, regional and national levels.
- Acts and ensures his/her delegate act in the best interests of the club.
- Supports all coaches, players and committee members.
- Be well aware of all current and future Club activities.
- Ensures that any complaints from members or are appropriately managed.
- Chairs committee meetings (usually held monthly).
- Act as a facilitator for club activities.
- Ensures the planning and budgeting for the future is carried out in accordance with the wishes of the Management Committee.
- Has a good working knowledge of the club's constitution, rules and the duties of all Committee members and any sub-committees.
- Presents the Annual Report at the Annual General Meeting. It should be a comprehensive summary of the previous year's activity, detailing programs conducted, membership changes, developments, achievements and challenges. It includes a review of the financial situation and a look at plans and aspirations for the future.
- Performs and delegates tasks pursuant to the above as appropriate.

Desirable Attributes:

- No formal qualifications are required however the more experience in baseball and business administration, the better, as would be the following attributes:
 - Good communication and people skills;
 - be well informed of all organisation activities and able to provide oversight;
 - be a person who can develop good relationships internally and externally;
 - be forward thinking and committed to meeting the overall goals of the Club;
 - have a good working knowledge of the Club's Constitution, rules and duties of office bearers;
 - be able to work collaboratively with other Committee Members;
 - be a good listener and attuned to the interests of members and other interest groups;

- be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings);
- have the ability to run effective meetings having regard to the following useful tips:
 - A good chairperson:
 - Leads, but does not direct;
 - Ensures there is fair discussion on each issue and that all points are expressed before a decision is reached;
 - Keeps the meeting moving in the desired direction;
 - Runs the meeting so that a balance is struck between speed and efficiency on the one hand, and keeping the meeting enjoyable on the other;
 - Know and follow the agenda strictly, unless directed otherwise.

Support:

The Committee and Past Presidents will be available for questions and assistance. Avoid “taking it all on” yourself! Delegate and ask for help if you need it.

Position Description

VICE PRESIDENT

Purpose:

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed.

Key Responsibilities:

Include but are not limited to:

1. In the event of the President being unable to fulfill his/her duties to step into that role.
2. In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively.
3. Be an alternate signatory for the Club for legal purposes and financial purposes
4. Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required.
5. Represent the Club at meetings and forums as agreed with by the President.
6. Other duties as nominated by the President and / or Committee.

Desirable Attributes:

The Vice President should:

- be well informed of all organisation activities and able to provide oversight;
- be a person who can develop good relationships internally and externally;
- be willing to step in for the President where needed including chairing meetings;
- be forward thinking and committed to meeting the overall goals of the Club;
- have a good working knowledge of the Club's Constitution, rules and duties of office bearers;
- be able to work collaboratively with other Committee Members;
- be a good listener and attuned to the interests of members and other interest groups;
- be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings);
- be a competent public speaker;
- be able to raise concerns with the President where they arise.

Position Description

SECRETARY

Purpose:

The Secretary is responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters.

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Committee's business was conducted.

Key Responsibilities:

- Attend all Committee meetings;
- Assist the Club with duties as designated by the Committee;
- Have a sound understanding of the GCBA, BQ and BA rules and by Laws, policies and procedures;
- Prepare the agenda for Committee meetings in consultation with the Committee Members;
- Make arrangements including venue, date, times for Committee meetings;
- Send adequate notice of the meetings;
- Collect and collate reports from office bearers;
- Call for and receive nominations for committee positions for the club AGM;
- Take the minutes of meetings;
- Write up the minutes as soon as possible after the meeting;
- Read, reply and file correspondence promptly;
- Collate and arrange for the printing of the annual report;
- Maintain registers of members' names and addresses, life members and sponsors;
- Maintain files of legal documents such as constitutions, leases, permits and approvals;
- Communicate information between Association and club members, such as event deadlines.

Reports to:

- Committee;
- President.

Desirable Attributes:

- Can communicate effectively;
- Well organised;
- Can maintain confidentiality on relevant matters;
- Has a good working knowledge of the Club's constitution.

Support:

Training for this position can be provided. In addition, the Committee will be available for questions and assistance

Position Description

TREASURER

Purpose:

The Treasurer is the club's chief financial officer who is responsible for the management and supervision of the club's finances including income and expenditure.

Key Responsibilities:

- Keep and maintain an asset register;
- Association manage the petty cash balance and ensure the petty cash book is kept up-to-date;
- Keep all documentation for payments made including receipts, invoices and statements;
- Keep and maintain the incorporated association's deposit and cheque books;
- ensure all payments are approved or ratified by the Management Committee and are recorded in the minutes;
- Keep all financial records in Queensland;
- Keep either a receipt book of consecutively numbered receipts, or computer system records of them;
- Work within the guidelines and procedures set down by the Committee;
- Ensures the Committee's financial policies are being followed;
- Reports to the Committee and on all finances;
- Prepares any required financial reporting forms;
- Maintains all bank accounts;
- Oversees all financial transactions;
- Chief signatory and authority on all cheques, bank accounts and payments;
- Monitor all insurance policies so the club, members, members of the public are covered fully at all times;
- Control cash flow;
- Liaise with the Registrar to ensure player and membership fees are paid;
- Ensure all monies collected are banked in the correct designated bank accounts;
- Ensure all invoices are paid by on time;
- Manage financial procedures;
- Authority to enforce decisions made by the Committee;
- Make recommendations to the Committee regarding financial management;
- Report to the Committee at each Committee meeting on the clubs financial position;
- Report to the members at General Meetings and the Annual General Meeting on the clubs financial position;
- Liaise with Club Auditors in preparation of yearly audit.

Reports to:

- Committee;
- President.

Desirable Attributes:

- basic computer skills;
- Accounting/finance experience ideal but not compulsory;
- Ability to maintain accurate records;

- Dedicated Club Person;
- Honest/Trustworthy;
- Good communication and organisational skills.

Support:

Training for this position can be provided. In addition, the Management Committee will be available for questions and assistance.

Position Description

REGISTRAR

Purpose:

The Registrar is responsible for processing all memberships and ensuring all Members are financial.

Key Responsibilities:

- Communicate with the treasurer and Committee to put together membership fees structures for the season;
- Communicate with coaches to ensure players are financial or have made arrangements before they are available for selection;
- Collect Membership Fees from players, then document payments and forward onto Treasurer;
- Process Clearance applications;
- Enter teams in competitions.

Reports to:

- The Committee;
- President.

Desirable Attributes:

- basic computer skills (email, and word);
- Good communication and organisational skills.

Support:

The Committee will be available for questions and assistance.

Position Description

HEAD OF JUNIOR BASEBALL

Purpose:

The Head of Junior Baseball Junior Program Coordinator is responsible for structuring, coordinating and overseeing the Club's Junior Baseball Program.

Key Responsibilities:

- Prepare and coordinate school clinics, come & try, and sign-on days;
- Recruiting and training of the Junior Program coaches;
- Ensure each team has a minimum of two coaches (or a coach and a manager), a scorer and an umpire;
- Ensure all coaches are trained and educated on the play and skill development of the age group they are coaching;
- Responsible for developing training of the Junior Programs drills and skills;
- The coordinator assist coaches in developing active practice plans to maximize the skills and drills in each training session;
- Works directly with the coaches, and players to ensure the coaches and players are receiving the highest quality of baseball training;
- Works with club senior coaches to ensure that players from the senior programs are utilized to best benefit the players in the junior program;
- To ensure the effective running of junior games and training sessions;
- To represent the Club at all Junior Delegate meetings held by GCBA and or BQ and provide feedback on those meetings to the Committee;
- To encourage the parents of junior players to take an active role in the workings of the Club and to support the Club's where possible;
- Manage parent complaints appropriately in consultation with the President as appropriate.

Reports to:

- The Committee;
- President.

Desirable attributes:

- Experienced and accredited baseball coach;
- Can communicate effectively.

Support:

Training for this position can be provided. In addition, the Committee will be available for questions and assistance.

Position Description

HEAD OF SENIOR BASEBALL

Purpose:

The Head of Senior Baseball Junior Program Coordinator is responsible for structuring, coordinating and overseeing the Club's Senior Baseball Program.

Key Responsibilities:

- Recruiting and training of the Senior Program coaches;
- Ensure each team has a minimum of two coaches (or a coach and a manager); a scorer and an umpire;
- Ensure all coaches are trained and educated on the play and skill development of the age group they are coaching;
- Responsible for developing training of the Senior Programs drills and skills;
- The coordinator assist coaches in developing active practice plans to maximize the skills and drills in each training session;
- Works directly with the coaches, and players to ensure the coaches and players are receiving the highest quality of baseball training;
- Works with club junior coaches to ensure that players from the senior programs are utilized to best benefit the players in the junior program;
- To ensure the effective running of senior games and training sessions;
- To represent the Club at all Senior Delegate meetings held by GCBA and or BQ and provide feedback on those meetings to the Committee;
- To encourage senior players to take an active role in the workings of the Club and to support the Club's where possible;
- Manage all complaints appropriately in consultation with the President as appropriate.

Reports to:

- The Committee;
- President.

Desirable attributes:

- Experienced and accredited baseball coach;
- Can communicate effectively.

Support:

Training for this position can be provided. In addition, the Committee will be available for questions and assistance.

Position Description

COORDINATOR GROUNDS AND MAINTENANCE

Purpose:

The Coordinator Grounds and Maintenance ensures that the club has the most suitable environment for its members and their activities.

Key Responsibilities:

- Health and safety, ensure building, Field, Batting Cage and equipment are in safe working order;
- Report all maintenance requirements to Committee with assigned priority and associated costs;
- Ensure playing field is prepared for play for all home games (includes the marking of diamond at the start of the days play);
- Obtain quotes for works required that are outside of the budgetary constraint and where approved by the Treasure, engage contractors to perform works on the Club's grounds or facilities;
- To determine the state of grounds for safe play and communicate the ground's playing status to all stakeholders via the Club's website on or before game day;
- Plan, organise and manage working bees as required;

Reports to:

- The Committee;
- President.

Desirable Attributes:

- Knowledge (or ability to obtain knowledge) of baseball field dimensions for purpose of line-marking field.

Support:

Training for this position can be provided. In addition, the Committee will be available for questions and assistance.

Position Description

COORDINATOR UNIFORMS AND EQUIPMENT

Purpose and Key Responsibilities:

- This position is responsible for the procurement and supply of all uniforms for playing members and all sporting equipment for the club's junior and senior teams;
- Works closely with the Treasurer, the Head of Senior Baseball and the Head of Junior Baseball to determine and meet requirements.

Reports to:

- The Committee;
- President.

Desirable Attributes:

- Past experience in these activities is desirable but not mandatory.

Support:

Training for this position can be provided. In addition, the Committee will be available for questions and assistance.

Position Description

COORDINATOR COMMUNICATIONS

Purpose:

The Coordinator Communications is responsible for promoting the Club and its activities to its members, supporters and broader community.

Key Responsibilities:

- Administrator for the club's website, keeping it updated;
- Ensure to the extent possible that all official external communication on the website and Facebook page meets the Club's requirements and standards;
- Promote the club and its activities via the internet and print media;
- Represent the club at local, regional, state and national levels;
- Act as a promoter of all club activities.

Reports to:

- The Committee

Qualifications:

- Good knowledge of basic IT (email, website and social media);
- Excellent communication skills.

Support:

The Committee will be available for questions

Position Description

CANTEEN MANAGER

Purpose:

The Canteen Manager is responsible for providing good quality food and beverages for members, players and supporters on game days and nights (and training days/nights where possible).

Key Responsibilities:

- Maintain a clean and safe canteen environment;
- Maintain Stock levels so as to provide for expected canteen demands;
- Maintain excellent quality controls;
- Prepare and manage a canteen roster;
- Prepare canteen on game days with assistance of rostered canteen assistants.

Reports to:

- The Committee;
- President.

Desirable Attributes

- Great organisation skills;
- Ability to delegate;
- Good food handling skills.

Support:

The Committee will be available for questions and assistance.

Position Description

COORDINATOR FUNDRAISING AND EVENTS

Purpose:

This role is responsible for ensuring the Club pursues appropriate fundraising opportunities and activities hence raising the largest amount of funds to enable the club to maintain financial viability. This role is also responsible for the coordination of all social events held by the Club, whether for fundraising or merely social or official purposes.

Key Responsibilities:

- Identify and pursue potential opportunities to raise funds for the Club including sponsorships and government grants;
- To manage any relationships between the Club and sponsors to ensure that sponsor and Club commitments are achieved to foster long-term support;
- To manage any relationships between the Club and grant providers to ensure that conditions of grants are complied with;
- To provide support to the Committee to ensure the efficient management of Club fundraising activities;
- The Coordinator Fundraising and Events must seek ratification from the Committee on all proposed fundraising, sponsorship and events and shall thereafter have the authority to act as determined by the Committee in respect of each such proposal;
- Seek ratification from the Treasurer and Committee prior to committing the Club to any financial expenditure or action;
- Organise the Club's annual Presentation Day;
- Works closely with the Coordinator Communications.

Reports to:

- The Committee;
- President;
- Treasurer.

Desirable Attributes:

- Excellent communication and organisation skills;
- Good at networking.

Support:

The Committee will be available for questions and assistance.

Position Description

GENERAL COMMITTEE MEMBER

Purpose:

To provide support to the President, other committee members to ensure the efficient operation of the Club.

Key Responsibilities:

- To assist the President and Managers in their duties as required;
- Undertake tasks at the request of the President or committee;
- Attend monthly club committee meetings;
- Participate in discussions and decision making of the committee.

Reports to:

- The Committee;
- President.

Desirable Attributes:

- Keen and willing to help.

Support:

The Committee will be available for questions and assistance.