



Warringah Softball Club – Committee Positions

President - The President is ultimately responsible for the running of the committee. They chair meetings, make sure everyone on the executive is carrying out their job and resolve any problems within the committee. Non-routine jobs which come up in the running of Club are delegated to committee members by the President. The President is also responsible for liaising with the committee and members, ensuring the smooth-running of the Club.

Vice President - The Vice President is the president's support system. They help the President in the day to day running of the club and, should the President fall ill or go on holiday, they take on the president's job. The Vice President is 'aware' of all the happenings within the club. They are in constant contact with the President.

Secretary - The Secretary has the administrative job on the committee. The Secretary keeps and maintains records of the members and committee members. They ensure all correspondence (mail and e-mail) is kept up to date. They organise meetings, elections and agendas. The Secretary also takes minutes at each meeting, and issues these minutes to the committee.

Treasurer - The Treasurer looks after the club's finances. They ensure all moneys that is due is collected and receipts are issued. They also ensure all payments are made. They keep the books and keep the club informed of its financial position.

Registrar - Organises venues and publicity for registrations for the upcoming softball season. This covers the design of registration forms, organising the distribution of rego forms and collecting the forms. The Registrar also looks after late registration enquiries. They are also on the sub-committee to form all teams (both competitive and social teams). Ultimately they provide MWSA with team lists.

General Committee members (up to 5 people) – These people help the office bearers with some of the regular jobs. They help make decisions affecting all club members. They do a variety of tasks, and solicit help to complete these tasks. Some of the tasks and roles that General Committee members look after include:

- **Sponsorship Co-ordinator:** Organises to get sponsors and be the contact for the existing sponsors for the Club in general and teams if required, including preparing printed materials and co-ordinating Club fundraising efforts. (Meat Raffle and Social evening)
- **Presentation Co-ordinator.** Organises presentation night/s and AGM. Checks out venue, books halls, co-ordinates evenings.
- **Trophy Co-ordinator.** Organising items for presentations, including awards, trophy's, certificates, etc.
- **Coaching Convenor:** Supports coaches to ensure they have the training and equipment they need to train their teams. If and when possible they make themselves available to other coaches to help them (ie: coach the coaches). Organise Grading day and assistants.
- **Gear Steward:** This task involves organising Club equipment such as bases, bats and balls, purchasing new equipment, distributing to teams, equipment repair and replacement and collection and maintenance of equipment at the end of the season.
- **Uniform Co-ordinator:** Organising uniform orders and delivery with supplier, checking all uniform moneys are paid prior to providing uniforms, organise



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collation of uniforms for managers to collect prior to the season and helping out during the season with replacement items.

- **Umpiring Convenor:** This person helps organise a data base for the managers who can then call on appropriate plate and base umpires for their teams. They also oversee the training of new younger umpires, when their coach is unable to.
- **Manager Convenor:** This person supports the managers and ensures they have the knowledge about what's happening within the club. If and when possible they make themselves available to other managers to help them produce duty rosters, remind about canteen duties and photo schedule etc. Organise Coaches and Managers Meeting.
- **Try Softball Co-ordinator:** Helps organise 'Try Softball' Clinics in winter school holidays.
- **Web Page Editor:** Keeps the web page current.
- **Photographic Co-ordinator:** Organises Team and individual photos, during the season. Generally sometime before Christmas.
- **Canteen Co-ordinator:** MWSA provides WSC with the days we are to provide people in the canteens. The co-ordinator organises the canteen duty roster, ensuring all teams are rostered on for equal amounts of time. They also remind every team manager on the Wednesday before their teams' duty. They organise a roster to be posted in the canteen with contact numbers if available.
- **Grounds Co-ordinator:** You are the contact person with MWSA in regards to organising / publishing Working bees within the club.