

13.5. [REDACTED]

14. DUTIES OF OFFICE BEARERS

14.1. The President shall:

- 14.1.1. Be the executive head of the Association;
- 14.1.2. Preside at all meetings of the Association at which he/she is present;
- 14.1.3. Have authority on every question of order at meetings and in cases of doubt or difficulty, the usual rules of debate shall be followed;
- 14.1.4. Present the Annual Report of the Association at the AGM,
- 14.1.5. Carry out any other duties assigned by the Executive Committee.

14.2. The 1st Vice President shall;

- 14.2.1. Be responsible for organizing Representative selectors and trials.
 - 14.2.1.1. Be responsible for the distribution and collection of all equipment in relation to the Association Representative teams;
- 14.2.2. Preside over any meeting of the Association where the President is unable to attend and assume the rights and responsibilities given to the President if they were in attendance, for the duration of the meeting.
- 14.2.3. Be the Chairman of the Protests and Disputes Committee
- 14.2.4. Be the chairman of the Association Representative Teams Committee
- 14.2.5. Carry out any other duties assigned by the Executive Committee

14.3. The Second Vice President will,

- 14.3.1. Be the chairman and convenor of the Association Match and Fixtures Committee
- 14.3.2. Preside over any meeting of the Association where the President and 1st Vice President is unable to attend and assume the rights and responsibilities given to the President if they were in attendance, for the duration of the meeting
- 14.3.4. Be the chairman of the Association for Invitational Tournaments or State Championships organising committee
- 14.3.5. Be the Chairman of the Association Disciplinary Committee
- 14.3.6. Ensure that all games are advertised including details of grounds, times and appointed umpires
- 14.3.7. Carry out any other duties assigned by the Executive Committee

14.4 The Treasurer shall:

- 14.4.1 Keep a true and correct record of all finances of the Association;
- 14.4.2 Keep proper accounts and send receipts within fourteen (14) days for all monies received;
- 14.4.3 Submit a financial statement giving an account of the financial movement of the Association;
- 14.4.4 Prepare a Financial Statement for presentation at the AGM;
- 14.4.5 Prepare a budget for coming season;
- 14.4.6 Be responsible for the operating of accounts;
- 14.4.7 Carry out any other duties as assigned by the Executive Committee;
- 14.4.8 Be the chairman of the Association Canteen Management Committee.
- 14.4.9 Prepare monthly financial movement and statements at each Executive meeting
- 14.4.10 Prepare Annual Statement (Form 2) for The Office of Fair Trading within one month of the A.G.M.

14.5 The Secretary- shall;

- 14.5.1 Conduct all correspondence on behalf of the Association;
- 14.5.2 Be responsible for the writing and posting of all notices of meetings, and list in an agenda any business pertaining;
- 14.5.3 Keep names and addresses of members of the Association and secretaries of affiliated clubs;
- 14.5.4 Keep a true and correct record of all minutes and resolutions put to all duly constituted meetings and record the voting appropriately;
- 14.5.5 Prepare and submit an Annual Report to SNSW;
- 14.5.6 Perform all clerical duties and any other duties as assigned by the Executive Committee.
- 14.5.7 Keep a record of all meetings (including Executive Committee meetings) and minutes thereof and present them to the next general meeting.
- 14.5.8 Keep an attendance book for all Association meetings;
- 14.5.9 Perform any clerical or other duties requested by the Executive Committee
- 14.5.10 Be an officio member of Softball Macarthur Representative Team Committee.

14.6 The Umpire in Chief shall:

- 14.6.1 Be the convenor of Softball Macarthur Protests & Disputes Committee
- 14.6.2 Be responsible for the development of Softball Macarthur Umpires
- 14.6.3 Be responsible for the allocation of Umpires to Association competition games, at their discretion with prior notice to rostered teams

- 14.6.4 Be an ex officio member of the match and Fixtures Committee
- 14.6.5 Be a member of Softball Macarthur invitational Tournament or State Championship organizing Committee
- 14.6.6 Be an officio member of Softball Macarthur Representative Team Committee.
- 14.6.7 Be responsible for allocation of umpires for any tournament conducted by SM.
- 14.7 The Director of Scoring shall:
 - 14.7.1 Be responsible for the development of Softball Macarthur Statisticians
 - 14.7.2 Maintain a register of all accredited scorers.
 - 14.7.3 Be an officio member of Softball Macarthur Representative Team Committee
- 14.8 The Director of Coaching shall:
 - 14.8.1 Be responsible for the development of Softball Macarthur Coaches
 - 14.8.2 Be official member of Softball Macarthur Representative Committee
 - 14.8.3 Be convenor of the Softball Macarthur Selection Committee
 - 14.8.4 Maintain a register of all accredited coaches within the Association.
 - 14.8.5 Be the convenor of the Softball Macarthur Coaching Committee
- 14.9 The Grounds Coordinator shall:
 - 14.9.1 Be the chairman and convenor of the Softball Macarthur Grounds Committee
 - 14.9.2 Carry out any other duties assigned by the Executive Committee
 - 14.9.3 Be responsible to ensure the grounds are maintained to be safe and in line with the rules of Softball
 - 14.9.4 Be responsible for the hiring of grounds to all persons.
 - 14.9.5 Liaise with the Canteen Co-Ordinator for any canteen duties for ground hire.
- 14.10 The Registrar shall:
 - 14.10.1 Act as the Association's Registrar.
 - 14.10.2 Act as the Association's recorder during the competitive season.
 - 14.10.3 Compile a list of results for publication at the end of each day's play.
 - 14.10.4 Carry out any other duties as assigned by the Executive Committee.
 - 14.10.5 Maintain a register of names and addresses of all registered members of the Association.