



## **CHAIRPERSON**

The duties of the Chairperson shall include:

- Chair all Executive Committee and general meetings.
- Assist other members of the Executive Committee and sub-committees in the performance of their duties.
- Liaise with Council in all matters directly related to the running of the Association, and refer relevant items to the appropriate sub-committees for action.
- Act as delegate in dealings with Softball NSW and Regional matters, attending meetings as scheduled and report to the Association on all relevant matters, or appoint another Executive Committee member if required.
- Direct the Executive Committee in their dealings, ensuring at all times that they act in a fair and reasonable manner, adhering to the principles of the Constitution and in pursuance of the goals of the Association.
- Prepare report for presentation to members at the Annual General Meeting

## **SECRETARY**

The duties of the Secretary shall include:

- Be a member of the Administration Sub-Committee.
- Perform all duties as Public Officer of the Association in accordance with the Constitution.
- Conduct correspondence with clubs and external parties, and keep records of correspondence.
- Prepare agenda for Executive Committee Meetings, including correspondence in/out, reports, general business and date of next meeting.
- Follow up on all matters, correspondence, etc which arises from Executive Committee Meetings and requests from Executive Committee Members.
- Prepare and complete Annual Report to SNSW.
- Prepare bi-annual applications for allocation of Council grounds.
- Peruse Minutes of SNSW and its relevant Committees, and highlight matters of note to be presented to Executive Committee Meeting.



## **TREASURER**

The duties of the Treasurer shall include:

- Demonstrate prior experience and/or education appropriate to managing the financial affairs of an incorporated sporting association.
- Be responsible for the collection and banking of monies, payment of invoices and making of invoices, and keep records thereof.
- Ensure account signatories are kept current with the banking service provider.
- Issue invoices for ground hire, equipment hire, umpires, etc. as required.
- On a monthly basis prepare an income and expenditure statement, bank reconciliation statement and performance to budget statement for the information of the Executive Committee.
- Annually prepare the Association's budget.
- Prior to the Annual General Meeting arrange for an external audit of the financial affairs of the Association.
- Prepare and present a Treasurer's Report for the Annual General Meeting.
- Annually prepare documentation pertaining to financial matters.
- Administer and control Canteen function in conjunction with the Finance Committee.
- Manage the Financial Assistance Policy.
- Where appropriate, represent the Association at Local Council, Industry and Trade functions.
- Co-ordinate fundraising activities and sponsorships.

## **DEVELOPMENT COORDINATOR**

The duties of the Development Coordinator shall include:

- Attend all meetings of GRSA.
- Form a Development Committee using EOI's, including a UIC, Coaching Coordinator and Scoring Coordinator
- Develop a skills training timetable to allow coaching clinics for specific skills and skill levels
- Coordinate coaching clinics for various skills throughout the season
- Assist the Coaching Coordinator to schedule coaching clinics for all GRSA coaches, catering to various skill/experience levels
- Act as chairperson for the GRSA Development Committee
- Carry out any relevant duties assigned by Chairperson.



## **COMPETITION COORDINATOR**

The duties of the Competition Coordinator shall include:

- Attend all meetings of GRSA.
- Implement rules, policies and procedures as established by the Executive Committee.
- Set up competitions, through draw preparations and organisation for: general programs, gala days, masters etc.
- Liaise with the Events Coordinator as to future tournaments and hospitality requirements e.g. number of teams entering competitions.
- Serve as the facilitator/communicator between the Executive Committee and the clubs, teams, associations at events.
- Liaise with the UIC regarding umpire resources and allocations
- Allocate diamonds as deemed appropriate
- Make recommendations to the Grounds Coordinator as deemed necessary e.g. training programs
- Serve as the focal point of information for respective competitions e.g. rules, system expectations rules, etc.
- Maintain team schedules and report to the Executive Committee any time there is a variation of the program. Liaise with the Registrar if required, to confirm team changes.
- Schedule all games, make ups, tournaments and practices for clubs and representative teams.
- Provide all clubs with draws.
- Reschedule all make-up games.
- Ensure the dress code for GRSA across all teams are implemented.
- Frequently do RISK ASSESSMENTS with the Grounds Coordinator and implement reasonable safety decisions
- Carry out any relevant duties assigned by Chairperson.

## **REPRESENTATIVE COORDINATOR**

The duties of the Representative Coordinator shall include:

- Attend all meetings of GRSA.
- Form a Representative Committee using EOI's, including a Representative Selection Committee, Equipment Officer and Uniform Officer



- Be the official representative in all levels of representative selection and staff allocation in gala day and state programs
- Provide overall management of all GRSA Representative teams
- Implement a selection process for all rep teams
- Select all representative coaching and support staff through the GRSA Rep. Committee and ratify through the Executive Committee
- Attend to all correspondence regarding representative players and officials
- Carry out all general clerical duties involving representative players and officials
- Ensure all State entry forms are submitted on time as per SNSW event calendar.
- Implement a system of regular communication to representative coaches
- Carry out any relevant duties assigned by Chairperson.

## **GROUNDS COORDINATOR**

The duties of the Grounds Coordinator shall include:

- Attend all meetings of GRSA.
- Form a Grounds/Fields committee through: EOI's or tap on shoulder system.
- Liaise with the Competition Coordinator on fields requirements across the season.
- Work in liaison with Canterbury Bankstown Council with regards to marking of the diamonds and general maintenance of facilities.
- Implement a program of "Care and Quality Sustainability" across diamonds in consultation with the Competition Coordinator and the board
- Ensure diamonds are available for club training/ practice sessions.
- Ensure all equipment used is safe and in working order.
- Perform risk assessments on machinery and wear safety gear as appropriate.
- Keep a true and accurate record of all property and equipment belonging to GRSA
- Ensure appropriate resources are available for volunteers.
- Coordinate working bees as deemed necessary for grounds maintenance and improvement.
- Prepare an Annual Report for the AGM, including any major items that need replacing for the forthcoming season.
- Carry out any relevant duties assigned by Chairperson.



## **COMMUNICATION, TECHNOLOGY AND MEDIA COORDINATOR**

The duties of the Communication, Technology and Media Coordinator shall include:

- Attend all meetings of GRSA.
- Maintain and keep the GRSA website current with "good" information for the public at all times.
- Assist with the registration process as deemed appropriate by the Registrar and Executive Committee
- Serve as a communicator between the Executive Committee and other agencies.
- Engage in sponsorship processes as deemed appropriate.
- Regularly promote GRSA through the local media or through social media technology.
- Support GRSA in technology management and implementation.
- Write newsletter stories and relay to the public.
- Track our online performance data and report to the Executive Committee
- Be responsible for all news media releases and public relations.
- Carry out any relevant duties assigned by Chairperson.

## **EVENTS/CANTEEN COORDINATOR**

The duties of the Events/Canteen Coordinator shall include:

- Attend all meetings of GRSA.
- Form a (a) Canteen Committee and an (b) Events Committee
- Establish a roster system with clubs to run the BBQ
- Ensure all supplies are available for BBQ's
- Ensure gas bottles are full of gas.
- Develop an assistance program in the canteen
- Ensure canteen serving process is covered.
- Ensure canteen stock is monitored.
- Ensure food handling safety processes are followed
- Maintain list of current suppliers
- Ensure stock is maintained appropriately
- Ensure items are clearly labelled
- Ensure all cash is counted with the support of the Treasurer and accurately recorded.



- Ensure the canteen is reasonably safe.
- Ensure the current cash register is used correctly.
- Ensure members outside committee DO NOT manage canteen funds.
- Liaise with the Executive Committee on State Championships and Gala Day events (draw up a checklist)
- Liaise with council re: garbage bins, field mowing, cleaning toilets a couple of weeks before event or more
- Discuss future family events with the board
- Design canteen signs for pricing if required.
- Apply for a key so that access is flexible during the season.
- Carry out any relevant duties assigned by Chairperson.

## **GENERAL DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

Members of the Executive Committee shall:

- Attend Executive Committee Meetings as scheduled.
- Be responsible for sub-committees according to appointment by the Executive Committee. Ensure that these committees meet on a regular basis.
- Be responsible for the budget of sub-committees according to appointment by the Executive Committee.
- Ensure submissions are made to the Secretary for inclusion in the agenda of Executive Committee Meetings, including matters arising from sub-committees.
- Attend Delegates' Meetings on a regular basis and answer members' questions as they relate to the specific statement of duties.
- Be prepared to attend meetings, other than Executive Committee and Delegates' Meetings, should they be necessary to the best interests of the Association.