



MELBOURNE SOFTBALL ASSOCIATION INC.

DUTIES
&
RESPONSIBILITIES
of
ELECTED EXECUTIVE COMMITTEE

PRESIDENT
SECRETARY
TREASURER
COMPETITION MANAGER
REPRESENTATIVE TEAMS CO-ORDINATOR
DEVELOPMENT CO-ORDINATOR
EVENT MARKETING CO-ORDINATOR

Adopted March 1999
Reviewed/updated March 2000
Reviewed/updated April 2009
Reviewed/updated April 2010
Reviewed March 2012

RESPONSIBILITIES

The responsibilities listed below, are indicative of the actions required to enable the Association to meet its aims and objectives but, are not all inclusive.

The elected Executive committee shall:-

1. attend all meetings of the Association and Executive Committee
2. be part of the decision making body and the management team working together as a unit to ensure the aims and objectives of the Association are implemented and maintained.
3. be responsible to the Executive Committee for the carrying out of allocated duties
4. on a regular basis submit to the Treasurer an itemized list of expenses, including substantiating documentation, incurred for reimbursement
5. perform other duties as and when required to ensure the following roles and responsibilities are sustained

GENERAL DUTIES:

MANAGEMENT

1. promote and develop softball at Fawkner Park, South Yarra
2. foster a safe friendly environment
3. Meet all obligations required of Melbourne Softball Association by external organisations such as Melbourne City Council, Corporate Affairs, Softball Victoria, Softball Australia, Good Sports, Sport and Recreation Victoria.
4. meet all obligations required by Melbourne Softball Association's rules, regulations and bylaws
5. market and promote the sport of softball at Fawkner Park, the wider softball and general communities
6. foster Membership retention and growth
7. foster Volunteer retention and growth
8. maintain Volunteer management – OHS

9. encourage member personal development
10. develop succession planning
11. ensure Recognition of members
12. endeavour to seek funding opportunities
13. liaise with other sports at Fawkner Park
14. liaise with Softball Australia, Softball Victoria, their Affiliated Associations and clubs
15. maintain a stable and effective management team
16. develop a strategic plan and review regularly

OPERATION

1. conduct Fastpitch competitions – senior/junior
2. conduct open age Slowpitch recreational competition
3. promote softball via print & radio media
4. maintain an up-to-date website that is informative
5. endeavour to have Melbourne representative teams compete at Victorian Championships and other competitions as appropriate
6. co-ordinate all matters pertaining to representative teams of the Association in accordance with the policies for the Melbourne Representative Teams
7. prepare by December 31st annually, a report outlining proposed programme for ensuing twelve months. The Association's Strategic Plan should be taken into consideration when devising the programme
8. manage and provide canteen facilities when appropriate
9. accept opportunities to host events, softball or non softball
10. manage finances
11. maintain facilities at Northern Pavilion, Fawkner Park

DEVELOPMENT

1. conduct junior development program – academy/blastball etc

2. develop individuals – umpires, coaches, scorers, administrators
3. encourage all relative members to gain, maintain or improve their knowledge and level of ability, whilst also encouraging them to advance in the National Accreditation program.
4. be responsible for establishing and maintaining coach education programmes. Co-ordinate specific activities liaising with and incorporating assistance from appropriate external groups
5. maintain a resource library
6. encourage the development of all players to desired personal skill and ability levels
7. support development of current and new Melbourne Softball Association clubs

DUTIES

The elected **PRESIDENT** of the **Association** shall:-

1. be ex-officio on all sub-committees of the Association
2. be a signatory, as necessary on all documents pertaining to the functions of the Association
3. represent the Association at relevant meetings
4. act as spokesperson for the Association
5. prepare an agenda for each meeting of the Association, in liaison with the Secretary
6. In conjunction with the Secretary prepare an Annual Report for presentation to the Association members, Softball Victoria and other relevant groups

The elected **SECRETARY** of the **Association** shall:-

1. be ex-officio on all sub-committees of the Association
2. be a signatory, as necessary on all documents pertaining to the functions of the Association
3. represent the Association at relevant meetings
4. seek input from Executive Committee members and prepare an agenda for each meeting of the Association, in liaison with the President
5. distribute prepared agendas, to the Executive Committee, Club Secretaries and other relevant members, at least five days prior to the relative meeting
6. ensure an accurate record, in the form of minutes, of all meetings is documented ,
 - 6.1 maintain, in a timely manner, the ongoing file of all minutes and relevant attachments
 - 6.2 distribute minutes, to the Executive Committee, Club Secretaries and other relevant members within fourteen days of each respective meeting
7. receive written communication and immediately upon receipt acknowledge as appropriate:-
 - 7.1 general interest - disseminate to Executive Committee, Club Secretaries and other relevant members for information and /or action.
 - 7.2 relative to the Executive Committee - disseminate to the Committee members for information and/or action.
 - 7.3 relative to a specific committee position - disseminate to the individual for information and/or action.
 - 7.4 requiring discussion and or decision - disseminate to Executive Committee for response. Once a decision has been determined, action as directed.
8. Compile a list, for presentation to meeting of all communications received indicating sender, subject and to whom circulated.
 - ensure all correspondence and responses are filed in the Association's records in a timely manner.
9. ensure Softball Victoria approval is sought as required for specific competitions relevant to events hosted by the Association and that information and/or invitations are forwarded in a timely manner
10. ensure that the administrative procedures relating to representative teams of the Association are carried out in accordance with the policies pertaining to the Melbourne Representative Teams.
11. circulate annually, notices to Executive Committee, Club Secretaries, incumbents and other relevant members, calling for expressions of interest for the following positions as determined necessary – Junior Development Officer, Coaching Co-Ordinator, Scoring Co-Ordinator, Umpires Co-Ordinator, Standings Recorder, Registrar, Minute Secretary, Property

Manager, Ground Manager, Canteen Manager – and any other position that from time to time may be required, as determined by the Executive Committee.

11.1 The Executive Committee shall make the appropriate appointments, where possible prior to the commencement of the competition.

12. in relation to Annual General Meeting
 - 12.1 circulate notice of meeting and call for nominations for Executive Committee positions and implement procedures as per Association Rules
 - 12.2 ensure all nominees receive copies of Duties & Responsibilities for all positions
 - 12.3 in conjunction with the President, arrange a person to oversee the elections
 - 12.4 in conjunction with the President, arrange presentations as determined necessary
 - 12.5 in conjunction with the President, prepare the agenda for the meeting, and an annual report to include events and activities of the Association covering the preceding twelve months.
 - 12.6 immediately following the meeting circulate contact details of elected Executive Committee to Executive Committee, Club Secretaries, Softball Victoria and other relevant members and bodies
13. issue copies of Association Rules & Bylaws to newly elected Executive Committee members and any other member who requests a copy
14. ensure that the Executive Committee considers and determines all matters relating to specific issues (Melbourne/State & National), in a timely manner, eg life members/representative teams/nominations for awards, etc.

The elected **COMPETITION MANAGER** of the **Association** shall :-

1. act as a liaison between the Executive Committee, Clubs and their members
2. the Competition Manager shall be responsible for the effective management of Association competitions and is empowered to co-opt members as required to assist. Any co-opted member to be appointed to official positions must be ratified by the Executive Committee prior to commencement.
3. promote the forthcoming competition to Clubs and the general softball community
4. forward details to appropriate persons and receive entries
5. prepare and distribute the draw
6. receive written material, present same to meetings and reply as necessary
7. immediately upon receipt of any written material, relative to other personnel, disseminate for information and/or action
8. ensure all written material and records are filed in a timely manner.
9. issue official receipts for monies received and on a regular basis submit to the Treasurer an itemized list of receipts, including substantiating documentation
10. in conjunction with the Treasurer submit to the Executive Committee recommendations for the projected annual budget, incorporating fees for the forthcoming competitions
11. liaise and consult with the Melbourne City Council on all matters relating to the Association's competitions

The elected **TREASURER** of the **Association** shall :-

1. be a signatory on all documents relevant to financial matters

2. ensure all accounts are paid, and all monies received are banked, in a timely manner
3. maintain an accurate record of all income and expenditure, retaining, in an orderly manner, all supporting documentation
4. prepare a monthly statement of receipts and expenses and submit, regularly, to meetings
5. prepare and submit a detailed financial report, incorporating a statement of receipts and expenditure and supporting documentation for each specific activity conducted by the Association
6. prepare and submit a detailed report for inclusion in the Association's Annual Report
7. arrange for the financial records of the Association to be independently audited prior to presentation at the Annual Meeting
8. prepare a projected budget for a twelve month period, taking into account the Association's Strategic Plan and input from other management team members.
9. submit to the Executive Committee recommendations for adoption

The elected **REPRESENTATIVE TEAMS CO-ORDINATOR** of the **Association** shall :-

1. be responsible for co-ordinating all matters pertaining to representatives teams of the Association in accordance with Policies for the Melbourne Representative Teams
2. prepare a report, reflecting the activities and highlighting achievements of the teams for inclusion in the Annual Report

The elected **DEVELOPMENT CO-ORDINATOR** of the **Association** shall :-

1. be responsible for the development and promotion of all aspects of COACHES, UMPIRES, SCORERS AND PLAYERS (senior & junior) for the relevant personnel within the Association
2. encourage all relative members to gain, maintain or improve their knowledge and level of ability, whilst also encouraging officials to advance in the National Accreditation program and players to participate in relative programs, activities and events
3. be responsible for establishing and maintaining education programmes. Co-ordinate specific activities liaising with and incorporating assistance from appropriate external groups
4. develop and maintain a resource library
5. prepare a Report, reflecting the activities and highlighting achievements of the previous year for inclusion in the Annual Report

The elected **EVENTS/MARKETING CO-ORDINATOR** of the **Association** shall :-

1. be responsible for the marketing and promotion of all aspects of the Association
2. build long term relationships with media that will benefit the Association
3. ensure game results and reports, for all events and competitions, are forwarded to the appropriate media in a timely manner
4. be responsible for the circulation of information pertaining to relative activities and events conducted by the Association and/or external groups
5. establish and promote an events calendar and timeline
6. prepare a Report, reflecting the activities and highlighting achievements of the previous year for inclusion in the Annual Report