



PRESIDENT/CHAIRPERSON

GENERAL:

The President is the principle leader of the Gold Coast Baseball Association and has overall responsibility for the Association's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

The President is there to ensure the Association is run effectively and efficiently in all aspects including administrative, financial and social and to support the efforts of the Member Clubs.

RESPONSIBILITIES AND DUTIES:

The President/Chairperson should:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club/group at local, regional, state and national levels
- Act as a facilitator for club/group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the Member Clubs.

REPORTS TO:

The President/Chairperson should report to:

- The Management Committee
- The Member Clubs of the Association

KNOWLEDGE AND SKILLS REQUIRED

Ideally the President/Chairperson is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all of the Association's members
- Has a good knowledge of basic computer packages (email, word and excel)
- Has a pleasant manner, patience, a problem-solving ability and is dependable

ESTIMATED TIME COMMITMENT:

The estimated time commitment required as the President/Chairperson of the GCBA is approx 5-10 hours per week.

PERIOD OF APPOINTMENT

The President is appointed for a 12 month term.



VICE PRESIDENT

GENERAL:

The Vice President is the deputy leader of the Gold Coast Baseball Association and has responsibility for assisting the President with the overall management of the Association's administration.

The Vice President is there to ensure that during any absence of the President, the Association is run effectively and efficiently in all aspects including administrative, financial and social and to support the efforts of the Member Clubs.

RESPONSIBILITIES AND DUTIES:

In the absence of the President, the Vice President should:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club/group at local, regional, state and national levels
- Act as a facilitator for club/group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the Member Clubs.

In addition to this the Vice President should chair Operations Sub Committee meetings as required.

REPORTS TO:

The Vice President should report to:

- The President of the Management Committee
- The Member Clubs of the Association

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Vice President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Has a good knowledge of basic computer packages (email, word and excel)
- Has a pleasant manner, patience, a problem-solving ability and is dependable

ESTIMATED TIME COMMITMENT:

The estimated time commitment required as the Vice President of the GCBA is approx 2-5 hours per week.

PERIOD OF APPOINTMENT

The Vice President is appointed for a 12 month term.



SECRETARY

GENERAL:

The Secretary is the chief administration officer of the Gold Coast Baseball Association. This person provides the coordinating link between members, the management committee and outside agencies.

RESPONSIBILITIES AND DUTIES:

The Secretary should:

- Prepare the agenda for club/group meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the 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 and titles
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
- Respond to general duties as directed by the Committee.

REPORTS TO:

The Secretary should report to:

- The President of the Management Committee
- The Member Clubs of the Association

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Has a good knowledge of basic computer packages (email, word and excel)

ESTIMATED TIME COMMITMENT:

The estimated time commitment required as the Secretary of the GCBA is approx 5-10 hours per week.

PERIOD OF APPOINTMENT

The Secretary is appointed for a 12 month term.

TREASURER

GENERAL:

The Treasurer is the chief financial management officer for the Gold Coast Baseball Association.

RESPONSIBILITIES AND DUTIES:

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills

REPORTS TO:

The Secretary should report to:

- The President of the Management Committee
- The Member Clubs of the Association

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit.

ESTIMATED TIME COMMITMENT:

The estimated time commitment required as the Treasurer of the GCBA is approx 5 hours per week.

PERIOD OF APPOINTMENT

The Treasurer is appointed for a 12 month term.



REGISTRAR

GENERAL:

The Registrar is the membership and competition administration officer of the Gold Coast Baseball Association. This person provides the coordinating link between members, the management committee and outside agencies in relation to all member registrations and administrative management of the various competitions.

RESPONSIBILITIES AND DUTIES:

The Registrar should:

- Collate and maintain Team Lists from all Member Clubs for the various competitions
- Collect and review game cards on a weekly basis to ensure all participation and registration requirements are met
- Advise Clubs of discrepancies
- Issue Breach Notices as required
- Advise the Treasurer when fines are to be imposed for breaches
- Advise the Committee and Judiciary when Incident Reports are received
- Determine eligibility for finals based on participation requirements

REPORTS TO:

The Registrar should report to:

- The Management Committee
- The Member Clubs of the Association

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Registrar is someone who:

- Can communicate effectively
- Has a good knowledge of basic computer packages (email, word and excel)
- Has a good understanding of the Associations ByLaws
- Has a pleasant manner, patience, a problem-solving ability and is dependable

ESTIMATED TIME COMMITMENT:

The estimated time commitment required as the Registrar of the GCBA is approx 5 hours per week.

PERIOD OF APPOINTMENT

The Registrar is appointed for a 12 month term.



OPERATIONS COORDINATOR

GENERAL:

The Operations Coordinator is the competition administration officer of the Gold Coast Baseball Association. This person provides the coordinating link between members and the management committee in relation to all administrative issues of the various competitions.

RESPONSIBILITIES AND DUTIES:

The Operations Coordinator should:

- Develop fixtures schedules for each competition conducted by the Association
- Publish and maintain fixture schedules and results on the Association website
- Manage any changes to fixtures during the course of the competition
- Interpret playing conditions and rules in accordance with the Association's ByLaws
- Liaise regularly with Member Clubs to review rules and ByLaws
- Develop and recommend changes to operational matters

REPORTS TO:

The Operations Coordinator should report to:

- The Management Committee
- The Member Clubs of the Association

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Operations Coordinator is someone who:

- Can communicate effectively
- Has a good knowledge of basic computer packages (email, word and excel)
- Has a good understanding of the Association's ByLaws
- Has a good understanding of baseball competitions and rules
- Has a pleasant manner, patience, a problem-solving ability and is dependable

ESTIMATED TIME COMMITMENT:

The time commitment required as the Operations Coordinator of the GCBA will vary depending on the time of the season. The development of fixtures will require a concentrated effort prior to the commencement of each season. Other times approx 1-2 hours per week.

PERIOD OF APPOINTMENT

The Operations Coordinator is appointed for a 12 month term.



EVENTS / CALENDAR COORDINATOR

GENERAL:

The Events / Calendar Coordinator is the administration officer of the Gold Coast Baseball Association that provides the coordinating link between members and the management committee in relation to all events conducted by the Association.

RESPONSIBILITIES AND DUTIES:

The Events / Calendar Coordinator should:

- Develop a calendar of events conducted by the Association
- Publish and maintain this calendar on the Association website
- Plan and organise the events (eg Grand Final Days etc)
- Manage the events as required
- Liaise regularly with Member Clubs to update the Calendar
- Develop and recommend events to be incorporated into calendar

REPORTS TO:

The Events / Calendar Coordinator should report to:

- The Management Committee
- The Member Clubs of the Association

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Events / Calendar Coordinator is someone who:

- Can communicate effectively
- Has a good knowledge of basic computer packages (email, word and excel)
- Is able to manage events with a team of volunteers
- Has a pleasant manner, patience, a problem-solving ability and is dependable

ESTIMATED TIME COMMITMENT:

The time commitment required as the Events / Calendar Coordinator of the GCBA will vary depending on the time of the season. The development and management of events will require a concentrated effort at the time. Other times approx 1-2 hours per week.

PERIOD OF APPOINTMENT

The Events / Calendar Coordinator is appointed for a 12 month term.



PROJECTS OFFICER

GENERAL:

The Projects Officer is the officer of the Gold Coast Baseball Association that provides the coordinating link between members and the management committee in relation to all projects undertaken by the Association.

RESPONSIBILITIES AND DUTIES:

The Projects Officer should:

- Develop a list of projects to be undertaken by the Association
- Develop a strategy for the implementation of each project including timeframe, scope, outcomes and budget
- Manage the research and development of each project
- Liaise regularly with Member Clubs that are stakeholders in the project
- Liaise regularly with other organisations (eg GCCC) involved in the projects

REPORTS TO:

The Projects Officer should report to:

- The Management Committee
- The Member Clubs of the Association

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Projects Officer is someone who:

- Can communicate effectively
- Has a good knowledge of basic computer packages (email, word and excel)
- Is able to work systematically to achieve the project outcomes
- Can represent the Association in dealings with other organisations

ESTIMATED TIME COMMITMENT:

The time commitment required as the Projects Officer of the GCBA will vary depending on the projects underway at any one time. The development and management of projects may require a concentrated effort at the time. Other times approx 1-2 hours per week.

PERIOD OF APPOINTMENT

The Projects Officer is appointed for a 12 month term.



SUGGESTED ORGANISATIONAL / COMMITTEE STRUCTURE

Executive

President (chair) / V President / Secretary / Treasurer

- Day to day management of Committee and Association
- Management of administrative matters
- Strategic planning
- Liaison with outside agencies

Operations

V President (chair) / Snr Operations / Jnr Operations

- Developing fixtures schedules
- Managing fixture changes
- Interpreting rules and bylaws
- Developing and recommending changes to operational matters

Finance / Membership

Treasurer (chair) / Registrar / President

- Managing finances
- Managing player registrations
- Managing game cards, results and bylaw breaches
- Issuing invoices and receiving payments

Events & Projects

Event Coordinator (chair) / Project Coordinator / Media

- Managing events including finals and tournaments
- Managing promotional activities
- Developing events and projects

Development

RDOC (chair) / Snr Operations / Jnr Operations

- Managing player development programs
- Managing coach development programs
- Development of strategies for programs

Judiciary

Judiciary Chair

- Arranging and managing judiciary matters