

Roles and Responsibilities of the Committee of Eagles Baseball Club

Executive

Club President -

Provides leadership and direction to the Eagles Committee. The President is responsible for ensuring that the Committee fulfills its responsibilities for the governance and success of the club. They will commit to building strong relationships between the committee, coaches and managers, players, volunteers and other members to achieve the club's agreed goals. The President is generally the spokesperson for the club and should work to maintain key relationships within and outside of Eagles Baseball. This includes, but is not limited to, attending ACTBA meetings, Eagles registration days and attendance at social functions and fundraisers.

Vice-President -

Provides assistance to the President to fulfill their responsibilities for the governance and success of the club. This may mean chairing meetings and events at short notice. At times the Vice President will need to work with the President to help them understand concerns and alternative points of view within the club. Although not essential, over the last few seasons the Vice-President has been a player, or former player and therefore has provided an important conduit between the players and committee.

Secretary -

Responsible for the documentation and communication of the activities of the Eagles Committee. The secretary is the primary administrator and provides the link between the Committee, members and other stakeholders.. Amongst the Secretary's tasks are to prepare meeting schedules, agendas, prepare and distribute minutes, receive and disseminate correspondence to and from the club and maintain a register of coaches, managers, scorers and players. Liaise with Treasurer for completion of financial details for grant applications.

Treasurer -

Responsible for the financial supervision of the club to allow the Committee to provide good governance of the club. The Treasurer is the chief financial management officer whose tasks include receiving and banking all monies received on behalf of the club in a timely manner; keep true records of finances. They are to prepare statements of receipts and payments for each meeting; the preparation of annual returns, and monitor the organisations revenue and expenditure.

Other positions

Junior Co-ordinator (Narrabundah) - Responsible for providing information to all junior coaches and managers for all junior games at Narrabundah. Be the

point of contact for Eagles baseball and the association if necessary during inclement weather.

Public Officer – The contact between the club and association and the Office of Regulatory Services (ORS). The public officer is the person the ORS will contact to notify the association of legislative requirements, including lodgement of annual returns. Additionally, the ORS may contact the public officer to provide information to the association or to notify changes to legislation or procedures.

Registrar – maintains the online player registration system for the club. This position also needs to keep coaches and managers advised of players, numbers and any concerns at regular intervals before the season commences and as required during the season.

Coaching Director – provides guidance and assistance where necessary to all coaches and managers. Monitors training sessions throughout season and provides constructive feedback on observations.

Canteen Manager – maintains the stock for the canteen for home games, opens canteen for home games with assistance of roster of players/parents developed by Canteen Manager. Liaises with suppliers. Maintains record of receipts and payments and deposits money into account.

Uniform Coordinator – issue playing tops to players at the beginning of the season. Maintains register of playing tops issued and return of playing tops at end of the season and condition of said playing tops. Maintain register of playing tops owned by players for restock where required.

Equipment Manager/Committee – maintains equipment in team kits and held at ground. Ensure enough baseballs of correct make, etc are available for all home games. Ensure enough line-up pads are available for all grades for season.

Fundraising Organiser – canvases ideas for fundraising for the club. Organises fundraising efforts including ordering, distributing and collecting money. Maintain register of fundraising efforts and money received/payments made.

Scorers Coordinator – ensure scorers for each team are available. Provide training as necessary or organise/determine when scorers clinics will be run and advise scorers who need to undertake course.

Umpire Coordinator – develop roster of players to umpire Saturday home games. Ensure that players are aware of their responsibilities. Maintain register of umpires and games umpired. Determine when umpiring clinics will be run and advise players who need to undertake course.

Grounds Manager – ensure home run fence is erected prior to first Sunday home games. Ensure ground is marked and ready for play for home games.

Webmaster – maintain Club's web pages and ensure kept up-to-date.