



OAKVILLE GIRLS SOFTBALL ASSOCIATION

ROLES AND RESPONSIBILITIES

DIVISION CONVENOR(S)

Reports to: Vice President of House League

Position Overview:

Under the direction of the VP of House League, the Division Convenor(s) will reside as the main point of contact within their respective divisions, communicating with coaches and managers all important dates and events and reporting to the OGSA on league developments. Will assist teams with reporting game scores and results and facilitate the distribution of uniforms, schedules and game rescheduling.

Key Responsibilities:

- Act as association representative at divisional meetings and report to OGSA VP of House League
- Assist in resolving any protests or disputes or conflicts that may arise during the season
- Monitor game results and scores, manage list of games that have been postponed or delayed

Qualifications & Skills:

- Develop awareness of league operation as it pertains to specific division
- Ability to handle issues or complaints and help resolves disputes
- Excellent oral and written communication skills

Time Requirement:

- This is an intermittent volunteer position that peaks April through August
- Min/Max peak hours is 1/3 a week with occasional meetings that may require travel
- Requires access to a computer, internet and accessibility through email, social media, phone

Convenor Positions:

- MGSA: Teams participating in the Mississauga Girls Softball Association
- HGSL: Teams participating in the Halton Girls Softball League
- OGSA: Teams participating in the Oakville Girls Softball Association

⊖ *The Division Convenor position is strictly an OGSA supporting role under the VP of House League and is not considered an OGSA Board position. This role is exempt from Board meeting requirements and carries no voting conditions or privileges.*