



OAKVILLE GIRLS SOFTBALL ASSOCIATION

ROLES AND RESPONSIBILITIES

SPECIAL EVENTS CONVENOR

Reports to: Director of Development

Position Overview:

In coordination with the Director of Development, the Special Event Convenor will manage the signature OGSA events, Opening Day and Closing Gala's, while acting as volunteer coordinator for Select and Rep Tournaments, providing attendees with a remarkable experience.

Key Responsibilities:

- Successfully execute all logistics related to OGSA signature events
- Coordinate set-ups, staging, seating, parking and communication
- Coordinate with Equipment Convenor to ensure all events are properly equipped

Qualifications & Skills:

- Administrative role; Must be organized with meticulous attention to detail
- Leadership: Demonstrated success motivating and stewarding volunteers
- Planning: A passion for planning the perfect event in concert with event hosts

Time Requirement:

- This is a periodic volunteer position that peaks only for specified in-season events
- Peak in-season period is Opening Day/ Closing Gala, 5-6 Select/Rep tournaments
- Min/Max peak hours is 8-10 hours per special event/day
- Requires some evenings, occasional weekends (early mornings/late evenings for tourneys)
- Must be accessible through email, social media, phone

Training Availability:

- Receive guidance and direction from the OGSA and Director of Development
- Cooperation and assistance from signature event Hosts and OGSA Equipment Convenor

⊖ *The Special Events Convenor is strictly an OGSA supporting role under the Director of Development and is not considered an OGSA Board position. This role is exempt from Board meeting requirements and carries no voting conditions or privileges.*