



## OAKVILLE GIRLS SOFTBALL ASSOCIATION

### ROLES AND RESPONSIBILITIES

### *LEAGUE PRESIDENT*

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#### **Position Overview:**

The OGSA President will define the global strategic and fiscal priorities of the organization by propagating OGSA policy and establishing long term goals and infrastructure that promote meaningful and realistic contributions. The President will manage the day to day performance and perennial sustainability of the OGSA, overseeing Director and committee assignments to ensure all duties and responsibilities of the Board are effectively carried out, while engaging in special projects and committees pursuant to promoting the vision and instilling the values of the OGSA.

#### **Key Responsibilities:**

- Personify the OGSA mission statement by upholding the established league principles
- Implement in-season and long term strategic operating initiatives
- Identify capital improvement projects that benefit the long-term health of the organization
- Prepare and present fiscal year operating budget and seasonal milestone acquisition
- Act as an ex-officio member of all standing and special committees
- Act as signing authority for OGSA expenditures
- Undertake seasonal review of league operations; policies & procedures, rules and programs, and make recommendations toward future gains
- Maintain working relationships with OGSA affiliate organizations and corporate constituents

#### **Qualifications & Skills:**

- Prior tenure as an OGSA Executive Board member
- Management experience including supervision (10-20 employees)
- Ability to manage multiple priorities at the same time
- Exemplary written, oral and interpersonal communication skills
- Engaging personality, able to inspire change and motivate action
- Comprehension of accounting or marketing considered an asset



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#### **Intangibles:**

- Guide the association's day-to-day operations promoting the global health of the OGSA
- Demonstrate confidence in achieving action that supports league growth and sustainability
- Develop intimate knowledge of all league operations and Executive committees
- Take an active role in gaining support and acknowledgement for the league and programs
- Make conscientious decisions to prioritize relevant initiatives adopted by the Board
- Acknowledge the significance of sound leadership and provide guidance to the Board members

#### **Time Requirement:**

- This is a 12 month continuous volunteer position
- Peak in-season period is April to August
- Peak off-season period is September to March
- Minimum 5 hours/ Max 20 hours per week
- Must be available evenings and some weekends
- Will require occasional daytime meetings
- Available to work from home and on the road
- Access to internet, email, social media
- Must lead all monthly Board and Executive Committee meetings

#### **Training Availability:**

- One year apprenticeship period with past-President
- Access to Softball Ontario Certified Softball Administrator workshops
- Marketing & Promoting Your Association
- Generating Revenue through Sponsorship, Fund-raising & Grants
- Risk/ Conflict Management
- Association Management: Learning About Your Community
- Website Management 101
- Special Event Management
- Financial Management
- Volunteer Management
- Social Media 101