



## OAKVILLE GIRLS SOFTBALL ASSOCIATION ROLES AND RESPONSIBILITIES VICE PRESIDENT OF SELECT SOFTBALL

### **Reports to: President**

### **Position Overview:**

Under the direction of the OGSA President, OGSA policy and overriding long term player development strategies, the Vice President of Select will manage the day to day performance and perennial sustainability of the Select division; representing the OGSA in matters relating to OSSTA and PWSA participation; facilitating recruitment, selection and training of Select players and coaches; and coordinating tournaments and exhibition games. The Vice President may perform other duties such as overseeing special projects and committees that may occasionally be requested by the Board of Directors, and perform the duties and responsibilities of the President during the President's absence.

### **Key Responsibilities:**

- Prepare and present fiscal year operating budget
- Identify and recruit coaches for the Select program
- Coordinate off-season training programs for players and coach development
- Facilitate spring try-outs and team selection
- Expedite uniforms, team practices, workshops and exhibition games
- Coordinate summer Host Select tournaments and fund-raising initiatives
- Undertake seasonal review of division operation, policies & procedures, rules and programs and make recommendations for future improvement
- Participate in resolving House League matters of conflict and dispute

### **Qualifications & Skills:**

- Management experience including supervision (5-10 employees)
- Basic accounting for financial budgets considered an asset
- Ability to manage multiple priorities at the same time
- Exemplary written, oral and interpersonal communication skills



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### Intangibles:

- Cooperatively guide the association's day-to-day operations
- Demonstrate a capacity for identifying opportunities for league growth
- Develop comprehension of all league operations to participate as a vital part of the Board leadership and Executive committees
- Carry out special assignments as requested by the Board of Directors
- Provide advice and assistance to fellow board members

### Time Requirement:

- This is a 12 month continuous volunteer position
- Peak in-season period is March to August
- Peak off-season period is September to November
- Minimum 3 hours/ Max 15 hours per week
- Must be available to work in the evenings
- Must be available on weekends
- Available to work from home
- Access to internet, email, social media
- Must attend all monthly Board and Executive Committee meetings

### Training Availability:

- One month transition apprenticeship period with outgoing member
- 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