



## Rouse Hill Rams Softball Role Descriptions

*Revised May 2021*

### Committee Members

The Rouse Hill Rams Softball Committee may consist of the following Office Bearers and Non-Office Bearers;

#### Executive Committee (Office Bearers)

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a) President	2
b) Vice President	3
c) Treasurer	4
d) Secretary	5

#### Sub Committee (Non-Office Bearers)

a) Registrar	6
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## Executive Committee (Office Bearers); *Responsibilities*

### President

- Ensure that RamsSoftball, its office holders and members always act in accordance with the Sports Club constitution and Softball NSW constitutions' rules, regulations and policies.
- In conjunction with the Vice President and Secretary, at least one must represent the Rams Softball as required at the Rouse Hill Rams Sports Club meetings and HDSA meetings.
- Be responsible for promoting the sport of Softball within the community.
- Oversee and provide leadership and guidance to all office bearers on the Committee in regards to their duties.
- Liaise with feeder Clubs within the community where appropriate.
- Chair all meetings of the General meetings, Special Meetings and the Annual General Meeting.
- Facilitate the induction of new committee members into their roles and responsibilities.
- Show continual and unbiased support for all Rams Softball teams throughout the season.
- Maintain a current understanding of the rules of Softball.
- In coordination with the Vice President ensure at least one attends all official Sports Club functions/events.
- In conjunction with the Treasurer shall prepare and submit a recommendation for the Annual General Meeting presentation of budget and any other budget as required to the Committee for approval.
- In conjunction with the Treasurer and/or Vice President/Secretary and following approval from the Committee, will prepare and submit applications for Federal and State grants for and on behalf of the Rams Softball.
- Co-signatory on all Rams Softball bank accounts in conjunction with the Treasurer and/or Secretary.
- Will coordinate the required Presentation order every season.
- Will ensure all personal information is destroyed appropriately when no longer required.
- Ensures the safe storage of Rams Softball photos and Rams Softball documents.
- Ensures that all Rams Softball computers are "backed up" externally.
- Coordinate any complaints or disputes as per the Rams Softball By-Laws, or Rouse Hill Rams Sports Club Constitution.
- Discipline or suspend an office or non-office bearer if circumstances warrant this until such time as the Executive Committee has an opportunity to consider the case.
- Report to the Members and Committee of the Rams Softball.
- Oversee the website content and ensure that at all times it reflects the interests of the Rams Softball.
- Update the By-Laws document as per Motions that have been voted on during the season, prior to AGM.
- Ensure Hills Centenary ground allocations are nominated for training night September - March..
- Ensure lights are turned on and off each training night.

#### Preferred Skills

- Good communication skills (verbal and written).
- Computer skills (email, internet and Microsoft Office).
- Organisation and time management skills.
- Co-ordinate meetings and facilitate positive discussions.
- Ability to communicate with all committee members diplomatically and without bias.
- Maintain confidentiality at all times.



## ● Vice President

- In the absence of the President or when requested, acts in that capacity in accordance with the job description of the President.
- Attend all monthly Rams Softball Division meetings.
- To share responsibilities of attending Rams Sports Club meetings that are held once a month (normally 2<sup>nd</sup> Monday of the month).
- In coordination with the President and Secretary, attend the monthly HDSA meetings.
- In coordination with the President ensure at least one attends all official Sports Club functions/events.

### Preferred Skills

- Good communication skills (verbal and written).
- Computer skills (email, internet and Microsoft Office).
- Organisation and time management skills.
- Coordinate meetings and facilitate positive discussions.
- Ability to communicate with all committee members diplomatically and without bias.
- Maintain confidentiality at all times.



## Treasurer

- Opens and operates bank accounts and invests funds at the direction of the President and Executive Committee of the Rams Softball.
- Organise the issue of receipts and deposit cash and fees in the appropriate bank account.
- Operate a suitable bookkeeping system to ensure that the revenue and expenditure can be clearly accounted for on a daily basis.
- Arrange the deposit of donations and other monies received during the financial year.
- Debit procurement.
- Arrange payment to Sports Club for all membership fees after 4 weeks of season starting.
- Prepare a bank reconciliation, itemising revenue and expense during the month and present details to the Executive Committee at each monthly meeting.
- Preparing the annual budget together with the President for presentation at the AGM.
- Cooperate with the auditor to ensure that the Annual statement of Income and Expenditure is a precise reflection of the financial status of the Rams Softball at the end of the financial year. (September til August).
- Provided copies of any correspondence to the Secretary.
- Present the Annual Statement of income and Expenditure at the Annual General Meeting in May..
- Attend all monthly Rams Softball Division meetings.
- To share responsibilities of attending Rams Sports Club meetings that are held once a month (normally 2<sup>nd</sup> Monday of the month).

### Preferred Skills

- Experience in financial management.
- Ability to setup and maintain accounting software.
- Good communication and educator skills (verbal and written).
- Computer skills (email, internet, MYOB/Xero).
- Efficient record keeping skills.
- Organisation and time management skills.
- Ability to communicate with all committee members diplomatically and without bias.
- Maintain confidentiality at all times.



## Secretary

- Contact person for all enquiries, correspondence.
- Reports to the President or the Vice President in the absence of the former.
- Drafts letters, memos, publications and publicity material on the request of the President and Vice President.
- Be familiar with the By-Laws of Rams Softball, together with the Sports Club Constitution and policies and any other body that has governance to give advice to the President and Committee as required.
- Researches legal and regulatory obligations of the Rams Softball at the request of the President or Executive Committee.
- Distributes any correspondence to the appropriate Committee Member.
- Maintain a library of all Rams official documents such as the Constitution, By-Laws, Job Descriptions, Policies etc and must ensure current versions are available on the Rams Softball website at all times.
- Maintains all historical and current records and documents of the Rams Softball in good order and in an accessible location.
- Liaises with the Executive Committee members in regard to meeting agenda items and supporting documentation.
- Prepares and distributes agendas for Executive Committee meetings, General Meetings (1 week prior to meeting) and the Annual General Meeting.
- Arranges venues for all meetings at which required to be present and ensures the physical environment is organised and adequate.
- Advise all Committee members of any additional meetings called or required.
- Takes minutes at Committee meetings, Special meetings and the Annual General meeting.
- Attend all monthly Rams Softball Division meetings.
- To share responsibilities of attending Rams Sports Club meetings that are held once a month (normally 2<sup>nd</sup> Monday of the month).

### Preferred Skills

- Good communication and educator skills (verbal and written).
- Computer skills (email, internet).
- Efficient record keeping skills.
- Organisation and time management skills.
- Ability to communicate with all committee members diplomatically and without bias.
- Maintain confidentiality at all times.



## Sub Committee (Office Bearers); *Responsibilities*

### Registrar

- Set registration dates and fees in consultation with the President and Treasurer for the following season.
- Receive and respond to all correspondence for all registrations for the current year.
- Submit recommendations for all registration and advertising and applicable costs to the committee.
- Liaise with the Social Media Coordinator to arrange advertising registration information with surrounding schools etc.
- Arrange printing of appropriate registration forms, banners, flyers etc in preparation for registration.
- Manage member registration systems and import all registered members to email.
- Place all individual registrations into teams.
- Attend all monthly Rams Softball meetings.
- Liaise with the uniform coordinator regarding member uniform orders.

### Preferred Skills

- Good communication and educator skills (verbal and written).
- Computer skills (email, internet).
- Efficient record keeping skills.
- Organisation and time management skills.
- Ability to communicate with all committee members diplomatically and without bias.
- Maintain confidentiality at all times.



## Coaching Coordinator

- Liaise directly with Coaches and Managers for any advice.
- Ensure all Coaches are wearing their supplied shirt
- Ensure teams are aware and arrive at the correct field on time.
- Ensure coaches show up and are on the correct field.
- Assist in handling complaints about coaches with the Rams Softball policies in mind.
- Provide any feedback to the President of misconduct/issues.
- Ensure the coaches understand the Rams Softball Code of Conduct policies.
- Show continual support for all coaches throughout the season.
- Provides copies of any correspondence to the Secretary.
- Attend all monthly Rams Softball Division meetings where possible.
- Find, advise and support coaches to attend development training.
- Source coaches to assist in building Rams Softball club and teams.
- Assist in player grading when required.

### Preferred Skills

- Coaching accreditation
- Good communication and educator skills (verbal and written).
- Computer skills (email, internet).
- Efficient record keeping skills.
- Organisation and time management skills.
- Ability to communicate with all committee members diplomatically and without bias.
- Maintain confidentiality at all times.



## Equipment Coordinator

- Ensuring the storage shed and our Rams Softball cage is secure.
- Maintain all Kits, bats, balls, catchers gear, helmets and any other gear is in good condition
- Report damaged equipment to the President or Treasurer.
- Setting up and later retrieval of registration banners.
- Setting up and packing up the fields each week for training.
- Attend monthly Rams Softball Division meetings.
- Coordinate the purchase / replacement of equipment as required.

### Preferred Skills

- Computer skills (email, internet).
- Ability to communicate with all committee members diplomatically and without bias.
- Maintain confidentiality at all times.





## Sponsorship Coordinator

- Create sponsorship packages to present to the Committee.
- Develop sponsorship tendering documents.
- Approach potential businesses on behalf of Rouse Hill Rams Softball.
- Provide signed off sponsorship agreements to the President and Treasurer.
- Obtain sponsors logos for website updates and jerseys.
- Provide Uniform Coordinator with logos of sponsors for shirt designs.
- Develop and promote a schedule of fundraising or social events to be submitted into the events calendar and present to the Committee for approval.
- Ensure that the website reflects any current fundraising activities.
- Provide copies of any correspondence to the Secretary.
- Keep in touch with the sponsors and encourage interaction with the Club.
- Invite sponsors to our presentation event (end of season) to receive a thank you gift.
- Attend monthly Rams Softball Division meetings.

### Preferred Skills

- Good communication and educator skills (verbal and written).
- Computer skills (email, internet).
- Efficient record keeping skills.
- Organisation and time management skills.
- Ability to communicate with all committee members diplomatically and without bias.
- Maintain confidentiality at all times.



## Uniform Coordinator

- Liaise with Sponsorship Coordinator to sort logos for jerseys and supply to vendors.
- Liaise with vendors and arrange quotes and samples of playing jerseys.
- Ensure quotes and samples are signed off by the Committee.
- Set time frame with vendor.
- Jerseys needed 10 days before the season started, to enable time to distribute to members.
- Send communication to members when member's jerseys have arrived for collection.
- Resolve any uniform related issues with members and vendors.
- Arrange Committee polo shirts with vendors ensuring Ram's branding guidelines are adhered to.
- Maintain minimum uniform numbers of socks, hats, training shirts, game shirts and kit bags.
- Attend monthly Rams Softball Division meetings.

### Preferred Skills

- Good communication and educator skills (verbal and written).
- Computer skills (email, internet).
- Efficient record keeping skills.
- Organisation and time management skills.
- Ability to communicate with all committee members diplomatically and without bias.
- Maintain confidentiality at all times.



## Social Media Coordinator

- Create an annual Social Media calendar for presentation to Committee with clear objectives/targets.
- Liaise with the President to obtain artwork for campaigns.
- Regularly implement Social Media posts based on approved calendar.
- Moderate feedback with members.
- Regularly collect imagery for distribution to Social channels.
- Report to Committee on success and any issues.
- Attend monthly Rams Softball Division meetings.

### Preferred Skills

- Good communication and educator skills (verbal and written).
- Computer skills (email, internet).
- Efficient record keeping skills.
- Organisation and time management skills.
- Ability to communicate with all committee members diplomatically and without bias.
- Maintain confidentiality at all times.



