



BASEBALL OPERATIONS

POSITION OVERVIEW:

SKILLS

SKILLS REQUIREMENTS/RELEVANT EXPERIENCE:

1. Ability to function as a key player in a team to deliver the expected outcomes of the operational plan and the needs of the members.
2. Ability to interpret financial statements, management of organisational assets and the effective delivery of all activities designated as the board's responsibility.
3. High level of understanding of the baseball operations needs of the organisation to continue to develop.
4. Ability to communicate clearly with operational staff both paid and voluntary.
5. Proven understanding of the legal, financial, ethical, moral and physical requirements of the board.
6. A sound overall knowledge of baseball operations is necessary but no qualification in any particular area of baseball coaching, umpiring or scoring is required.

OBJECT OF THE BASEBALL OPERATIONS COMMITTEE MEMBER IS TO ACHIEVE THE FOLLOWING:

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| <ul style="list-style-type: none"> ● Implement the tasks and actions referring to the delivery of the sport of baseball as determined by the ratified strategic and operational plans. |
| <ul style="list-style-type: none"> ● Monitor the performance and legal obligations of the organisation, its executive members, operational staff, players and the sports officials. This includes team performances, player development, education and accreditation of all club coaches, umpires and scorers. |
| <ul style="list-style-type: none"> ● Be aware and vigilant in determining all responses, actions and program delivery, ensuring that they are within the financial capacity of the organisation. |
| <ul style="list-style-type: none"> ● Be aware, monitor and evaluate the financial status of the organisation regularly, with particular reference to the area of baseball operations. |
| <ul style="list-style-type: none"> ● Assist with the development and delivery of all training and education of baseball coaches, umpires and scorers. |
| <ul style="list-style-type: none"> ● Assist with the development, management and implementation of all rules and regulations, policies, procedures and administration tasks. |

KEY OBJECTIVE

To serve the members of the Association and assist the Executive Committee in delivering the outcomes of the operational plan/organisations needs.

TYPICAL DUTIES – BASEBALL OPERATIONS COMMITTEE MEMBER

- Monitor financial position and track budget in regard to the area of baseball operations.
- Manage and monitor the effective delivery of all baseball activities.

- Maintain an understanding of the legal, financial, ethical/moral and physical requirements of a committee.
- Maintain a good working knowledge of the constitution, rules and the duties of general office bearers.
- Be well informed of all organisation activities and be aware of the future directions and plans of members.
- Be supportive to organisational members.
- Function as a key player in the delivery and evaluation of the operational plan requirements/outcomes.

INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS

- Implement the duties shared by all committee members:
- Ensure the responsibilities of Associations and committee members under the Associations Incorporation Act are discharged:
 - to ensure that the Association maintains a registered office where a document can be served personally (thus it cannot be a post office box) (section 17);
 - to ensure that the Association complies with its rules about calling and holding general meetings of members (section 57);
 - to ensure financial statements are prepared within 6 months of the close of the financial year or more frequently if the rules of the Association so provide (section 59);
 - to ensure the financial statements are audited by a qualified or approved auditor (section 59);
 - to comply with directions of the Department regarding publication of the annual financial statements (section 59);
 - not to leave the position of Secretary vacant for more than one month (section 65);
 - to ensure that the Secretary resides in Queensland or no more than 65 kilometres from its border (section 66);
 - to ensure that the department is notified of any change in Secretary within one month (section 68);
 - to ensure that the Association holds public liability insurance (section 70);
 - to ensure compliance with the additional accounting requirements under regulation 12 and schedule 5; and
 - To take all reasonable steps to ensure the incorporated Association complies with the Regulation (regulation 15).
- Prepare for committee meetings and appropriately participating in meetings.
- Undertake any assignments given by the management committee to them on an individual or group basis.
- Maintain current knowledge about the work of the Association.
- Maintain current knowledge about the environment in which the Association works and key issues.
- Attend Association functions.

CURRENT POSITIONS AVAILABLE

1. **PRESIDENT**
2. **SECRETARY**
3. **TREASURER**
4. **CLUB OPERATIONS**
5. **BASEBALL OPERATIONS**

APPLICANT'S LEGAL OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'. Therefore

1) If you have been

(a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are an undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition

(b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

Your application cannot be legally accepted by the Association

If you have not have been convicted then you may continue completing this application

PROCESS

ELECTRONIC APPLICATIONS ONLY:- (hand written applications will NOT be accepted)

Applications close :- **THURSDAY 15 JUNE, 2017 at 5.00pm**

Form to be completed **electronically** and forwarded to the Secretary,
secretary.westsbaseball@gmail.com via email.

Applicant's Name _____

Applicant's Contact
Details

Ph: _____ Mb: _____

Email: _____

APPLICANT'S SUPPORT

MOVED Name email

SECONDED Name email

Date application completed and sent

THE POSITION

BASEBALL OPERATIONS

APPLICANT'S
NAME

MOTIVATIONS

What currently motivates you to apply for this position?

Your task is to provide members with samples of your **SKILLS AND ABILITY TO FILL THE POSITION** samples can be from either a paid or other voluntary work or experiences.

CLUB DEVELOPMENT

Your skills and/or experience in relation to managing a sporting club

COMMUNICATION

Your communication skills and experience in a group setting

QUALITY MANAGEMENT

Your skills and/or experience in reading and understanding financial reports and administration process

WHAT YOU HAVE BEST TO OFFER

In relation to the future development of the club