

Executive Committee Job Description



Job Title: President

Purpose:

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

At the operational level, the major function of the President is to facilitate effective committee meetings.

The President is the leader of the Club and is there to ensure the Club is run efficiently administratively, financially and socially to support the on field efforts of the Club.

Key Responsibilities:

- work within the constitutional structure of the Redlands Baseball Club Inc;
- manage and oversee all club operations with the assistance of the Management Committee;
- attend and chair all Management Committee, General, Special and Annual meetings;
 - leads, but does not direct;
 - ensures there is fair discussion on each issue and that all points are expressed before a decision is reached;
 - keep the meeting moving in the desired direction. Be firm, but tactful, with members deviating from the point under discussion;
 - After adequate discussion on an issue impartially summarises the points of view expressed, both for and against, to make sure members know clearly what they will be voting or agreeing to;
 - Runs the meeting so that a balance is struck between speed and efficiency on the one hand, and keeping the meeting enjoyable on the other;
 - Start meetings on time;
 - Know and follow the agenda strictly, unless directed otherwise by the meeting;
 - Attempt to get all members to contribute to the meeting;
- work with the Baseball Operations Manager and Club Coach to;
 - procure import players and ensure that they are looked after during the season;
 - set coaching program for the entire club;
- liaise with and maintain critical relationships with Baseball Queensland, Australian Baseball Federation, Redlands City Council, State and Federal Members;
- arrange and Chair Sub-Committee team and Project team meetings;
- be a signatory to all Redlands Baseball Club accounts and loan accounts;
- acquire funding for club development;
- have a sound understanding of the league / region / BQ rules and By Laws;
- attend Baseball Queensland meetings as required;
- be enthusiastic;
- ensure Managers and Committee Members fulfil their responsibilities to the Club
- attend Baseball Queensland's President & Secretary Meetings;

Reports to:

- The Management Committee;
- The Members of the Redlands Baseball Club

Direct Reports:

- Treasurer;
- Secretary;
- Registrar;
- Club Operations Manager;
- Baseball Operations Manager

Length of Appointment:

- This is an Executive Management Position and is based on the criteria set out in the Constitution and Model Rules.

Time Commitment:

- Summer Months (during normal season) – two to three hours a day
- Winter Months (non playing season) - four hours a week

Qualifications:

- Good knowledge of basic computers packages (email, word and excel);
- Pleasant manner, patience, problem-solving ability, dependability;

Support:

Training for this position can be provided. In addition, the Management Committee will be available for questions and assistance.