



Executive Committee Job Descriptions

President

1. Over-all responsibility for the effective organization and operation of the Ottawa 60+ Slo-Pitch League.
2. Chair Executive, Annual and General Meetings.
3. Act as liaison with the League and the RA Field Staff.
4. Appoint chair for Rules Committee.
5. Recruit Chief Election Officer (CEO).
6. Appoint Umpire-in-Chief.
7. Review, with Executive, and Umpire-in-Chief cases of unacceptable player behaviour.
8. Share cheque-signing authority with Treasurer.
9. Development of ways and means for the advancement of the League.
10. Responsible for the appointment and direction of the webmaster.
11. Recruit General Manager for the Select Team.
12. Act as Executive Liaison with Select Team and ancillary groups.
13. Attends the team selection process.
14. Seek new sponsors, as needed.

Vice-President – Operations

1. Assume duties of President in his/her absence.
2. Timely selection, purchase, maintenance and distribution of game equipment and team uniforms.
3. Establish and chair the *Team Selection Committee*.
4. Organize and lead the new player evaluation process.
5. Prepare regular season and play-off schedules, including possible rain out make up games.
6. Design, purchase and distribute game score sheets.
7. Arrange production and distribution of team photos with designated league photographer.
8. Organize and conduct an annual survey of league members and produce a summary report of the survey at the end of the season.
9. On game days, provide balls, umpire's equipment and first aid equipment.
10. Trophy Maintenance.

Vice-President- Social

1. Assume duties of Vice-President-Operations or President as required.
2. Recruit, train and assign game scorekeepers.
3. Act as executive liaison with league social (e.g. Picnic) committees.
4. Over-all responsibility to inform executive of any matter affecting the morale of league members.
5. Make arrangements for all league annual opening and closing meals, and co-ordinates sponsor lunches with team representatives.
6. Arrange "Appreciation Plaques" for sponsors, for presentation at league's closing breakfast
7. Maintain close contact with sponsors.
8. Responsible for sending get well and sympathy cards.

Secretary

1. Record, produce and distribute minutes of all Executive Committee meetings.
2. Prepare the annual *Registration and Waiver* form.
3. Update the league Letter Head template.
4. Using player registration forms received from the Treasurer maintain the master list of current and former players and, as required, other league files.
5. Update and maintain the *League Handbook*.
6. Arrange for insurance coverage.
7. Provide the information needed to produce membership lists.
8. Monitor the league's generic email account for incoming messages and distribute to the appropriate executive member.
9. Coordinate the maintenance of the league's email distribution list with the email list manager by providing new and changed email addresses as well as email addresses to be removed.
10. Send league email communications via the league's generic email account.

Treasurer

1. Prepare league budget and financial statements.
2. Maintain league bank accounts, make deposits and issue cheques.
3. Recommend to the executive the appropriate player and breakfast fees.
4. Prepare and submit annual income tax returns to Canada Revenue Agency.
5. Arrange appropriate cheque-signing authority of executive.
6. Advise the President of any unpaid player fees when the regular season schedule starts.
7. Early Spring, contact sponsors re-renewal of sponsorship and collection of sponsorship fees.
8. Receive player registrations and cheques, and pass relevant information on to Secretary (for all players), and to Vice-President, Operations (for new players, and for spares).

Note: Although not essential, a background in accounting or financial management would be advantageous

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