



OAKVILLE GIRLS SOFTBALL ASSOCIATION

ROLES AND RESPONSIBILITIES

VICE PRESIDENT OF HOUSE LEAGUE

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 House League will manage the day to day operation, promotion and sustainability of the House division; liaise with relevant interlock associations, develop internal program sustainability and promote grassroots involvement within the community. 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
- Supervise and support division convenors
- Identify and recruit coaches for the House League divisions
- Coordinate with league Registrar to prepare player draft for each division
- Facilitate training programs for players & coaches
- Undertake seasonal review of league 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 (1-10 employees)
- Basic accounting for financial budgets is 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 May to September
- Peak off-season period is January to April
- Minimum 5 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