

Softball Ontario
Executive Director's Job Description

- 1. Office Administration**
 - Maintain, update, amend and regularly review (with staff) the administrative operating procedures and systems.
 - Direct office operations during the working day.
 - Ensure regular and prompt follow up of general correspondence.

- 2. Staff Supervision**
 - Supervise Program Co-ordinators, Administrative Assistant and any additional staff that may be required.
 - Submit applications for summer staff and experience program staff (if required).
 - Ensure additional support staff when necessary.
 - Co-ordinator staff meetings.
 - Complete a yearly (written and verbal) review with all staff members.

- 3. Inventory**
 - Oversee the control and manage all saleable and program inventory.
 - Maintain a purchase order system.
 - Control fixed assets.
 - Supervise the distribution of publication orders.
 - Ensure incoming merchandise is fully costed prior to purchase.

- 4. Program Administration**
 - Supervise all program administration by the Program Co-ordinators.
 - Complete Program Chairman Reviews with Chairman of Softball Ontario.

- 5. Finance**
 - Code and deposit all Association income.
 - Code and maintain an invoicing system.
 - Prepare cheques for bills and expense claims over \$500 for approval by Treasurer.
 - Authorize and prepare for payment expense claims and bills under \$500.
 - Liaison with Softball Ontario Treasurer with regards all financial matters.
 - Maintain accurate financial records by utilizing Softball Ontario's accounting software program (Simply).
 - Prepare and provide Treasurer with a copy of Softball Ontario's monthly financial reports, including income and expense statements, balance sheet, accounts payable and receivable reports.
 - Prepare monthly Program financial reports.
 - Manage Softball Ontario's investments to ensure best possible rate of return is obtained.
 - Prepare and ensure payment of Softball Ontario's Employee Deductions (Receiver General).
 - Prepare and ensure payment of Softball Ontario's H.S.T on a quarterly basis.
 - Prepare and file Softball Ontario's Yearly Financial Report.
 - Prepare Softball Ontario's preliminary budget for presentation to the Finance Committee utilizing Program Budgets.
 - Prepare reports for annual Audit.
 - Prepare the proper submission of forms and reports to the Ministry relating to the Association's Base Funding application and prepare any year end report necessary.

- Oversee the proper submission of forms and report to the Ministry relating to other funding opportunities (i.e. Sport Priority Funding, Quest for Gold Funding, Trillium Funding).

6. Meetings

- Arrange facilities, food and accommodations (as needed) for Softball Ontario's Finance, Staff Committee, Board of Directors and Annual General Meetings through Administrative Assistant.
- Attend Finance, Staff Committee, Board of Directors and Annual General Meetings.
- Prepare (in consultation with Treasurer or Chairman) meeting agenda for Finance, Staff Committee, Board of Directors and Annual General Meeting.
- Prepare meeting reports as required.
- Take minutes at meeting and distribute following the meeting
- Ensure the recording, writing and reproduction and dissemination of proceedings of Finance, Staff Committee, Board of Directors and Annual General Meetings.
- Attend Softball Canada's Annual General Meeting and prepare minutes and/or report for the Executive and/or Board of Directors.
- Attend any other meetings as deemed necessary by the Board of Directors.
- Work with Softball Ontario's Chair regarding nominations for Softball Ontario's elected positions.

7. Communications

- Develop and implement a system for dissemination of information.
- Oversee Association's Program E-Newsletters.
- Oversee Association's Web Pages and updates.
- Oversee Association's Social Media.
- Supervise the updating of Softball Ontario's Directory and mailing lists.
- Public relations.

8. Planning and Development

- Prepare Softball Ontario's One Year and Long Term Planning Report (submitted to the Ministry) for Board of Directors' review and approval.
- Gather information and submit it to the Board of Directors.

9. Marketing and Promotions

- Draft proposals and programs to promote Softball in Ontario
- Oversee Softball Ontario's Fundraising projects.
- Oversee marketing and sponsorship packages for all programs.
- Attend Member Association Meetings and/or Banquets as required and approved by the Chairman.
- Attend In-Province Canadian Championship Banquets, as required and approved by the Chairman.

10 Risk Management

- Assist Board with review of Risk Management Policies annually.
- Assist Board with review of Employee Job Descriptions and Personnel Policies.
- Ensure compliance with Statutory requirements – prepare and file all Softball Ontario's statutory requirements including compliance with privacy laws, employment laws, employment-related withholdings, corporate filing and reporting requirements.
- Assist Chair with offering a Board training session once a year.
- Ensure the Board and Association have appropriate and adequate insurance.

11 Policy Manual

- Assist Board with review of Association Policy Manual.
- Ensure Programs review of applicable policies in Association Policy Manual.
- Ensure Policy Manual is updated annually as per policy changes approved by Board of Directors.
- Ensure distribution of updated policies to all Softball Ontario volunteers (Board; Committee Members and Umpire Zone Staff).
- Ensure distribution of Policy Manuals to new volunteers.
- Ensure updated policies are posted on Association's web page.

12 Member Associations

- Oversee on behalf of the Association the following Member Association programs:
 - Ontario Summer Summer Games
 - Canada Summer Games
 - Quest for Gold – Athlete Assistance Program
 - Team Ontario Quest for Gold Funding
- Assist the four Member Associations with regards to the following initiatives:
 - Base Funding Application
 - Sport Priority Funding
 - Rule Book orders
 - Canadian Championship bids and contracts
 - Softball Canada AGM, including submission of SOR's and Rule Changes.
 - Ontario Sport Awards
 - Membership reporting to Softball Canada
- Attend, if invited, Member Association AGM's and banquets.

13 Liaisons

- Maintain working relationship with the Sport Alliance of Ontario.
- Liaise with the Ministry of Health Promotions.
- Liaise with the Member Associations.
- Liaise with Provincial Sport Organizations of Ontario.
- Liaise with Softball Canada.
- Liaise with Softball Ontario's Chairman and Treasurer.
- Liaise with Softball Ontario's Lawyer and Auditor.

14 Volunteer Recognition Program

- Ensure accurate records of volunteers' service.
- Co-ordinate the recognition program for Softball Ontario – clothing program.

15 General

- Maintain membership and seek professional development relevant to staff. To be approved by the Chairman.
- The Executive Director is directly responsible to the Chairman of Softball Ontario for the day to day operation of the office.
- Act as Association's Privacy Officer.
- Process all required Police Records Checks.

16 Scorekeeping Program**Liaison**

- With the Scorekeeping Chair, regarding program direction.

- With the Scorekeeping Instructors regarding clinic confirmation and instructor appointments.

Meetings

- Attend all meetings.
- Send out meeting notices.
- Prepare agenda in consultation with the Chair.
- Prepare information packages and reports required for meeting.
- Take minutes at meeting and distribute following.

Communication

- Written and telephone. Respond to all general scorekeeping inquiries, written or by phone.

Clinics

- In conjunction with Program Co-ordinator, prepare clinic bid package and distribute to potential and past hosts.
- Process bids and copy Chair.
- Send confirmation and Host Information Package to Host.
- Send out all required clinic materials to Instructor.
- Bill host for outstanding fees.
- Process and approve instructor expenses.
- Maintain clinic inventory.

Budgeting

- Prepare and maintain budgets for the Scorekeeping Program.

17 Long Term Player Development

- Assist Chair with monitoring the Association's LTPD Implementation Plan
- Oversee promotion of LTPD on Association's web sites.