



## **House League Development Committee Chairperson - Job Description**

### **Major Objective/Purpose:**

- a. In conjunction with the Member Services Coordinator
  - Represent the Committee on all matters concerning the House League Program and its initiatives
  - Ensure committee is informed and kept apprised

### **Qualifications**

- a. Good communication and administrative skills
- b. Good leadership qualities
- c. Commitment to the development of softball
- d. Enthusiastic and dynamic personality
- e. Involved with a Local Softball Association
- f. Have knowledge of and support Softball Ontario and related programs and promote the game of softball in general
- g. Must be able to work well with others

### **Responsibilities**

- a. Schedule, chair and establish agenda for meetings in conjunction with Member Services Coordinator
- b. Ensure minutes of meetings are recorded and produced
- c. Assist Member Services Coordinator in preparing information packages and submit reports to the Board of Directors' meeting
- d. Attend Board meetings to present motions, minutes, plans and budgets when required.
- e. Prepare or obtain articles for Softball Ontario's Newsletter and other media
- f. Communicate with Coaching or U10 Chairperson on and related activities
- g. Recruit and select new members with the Member Services Coordinator and submit to Board of Directors for approval
- h. Delegate and follow-up on tasks to Committee Members with the Member Services Coordinator to ensure that all tasks are completed by the specified deadlines
- i. Ensure planned and actual spending of monies in conjunction with Member Services Coordinator are accurate and judicious (i.e. committee budget, Trillium grant, etc.)
- j. Promote and provide briefings and presentations to groups, ball associations, schools, parks and recreation department, etc.
- k. Work with committee to schedule and provide House League Development initiatives
- l. Oversee Softball Ontario Female House League Select Provincial Championships

- m. To review and revise the responsibilities of committee members once a year with the Member Services Coordinator
- n. Liaise with the Member Services Coordinator and to a lesser extent the Executive Director by the most practical means (i.e. email, phone, meetings, etc.)
- o. Take part in Local Softball Association Community Events as requested
- p. Attend and take an active role in the yearly Get in the Game Symposium

**Commitment/Duration of the Job**

The position is appointed for a period of two years.

**Supervisor**

The Chairperson is appointed by and responsible to the Board of Directors.

The successful incumbent must sign the Softball Ontario's Confidentiality Agreement, Volunteer Application as well as submit a valid Police Records Check.