

CANpitch – Chairman – Job Description

Major Objective/Purpose:

Oversee the everyday operations in conjunction with Committee Members and the Program Coordinator to ensure assigned tasks are completed by deadlines – including Regional Pitching Instructor Training Session(s), implementation and delivery of the CANpitch training sessions, training session assignments and general correspondence.

Qualifications:

- a. Good communication and administrative skills.
- b. Must sign Softball Ontario's Confidentiality Agreement.
- c. Must Complete a Softball Ontario Volunteer Application.
- d. Must be approved by the Softball Ontario Board of Directors.

Duties and Responsibilities:

- a. Schedule, chair and establish agenda for each meeting in conjunction with the Program Coordinator.
- b. Have knowledge of and support Softball Ontario and all of its programs.
- c. Delegate duties as required to committee members and follow up on the completion of these duties.
- d. Communicate closely with Master Pitching Instructor(s), Softball Ontario Program Co-ordinator and to a lesser extent the Executive Director either by meetings at the Softball Ontario office, email or by telephone.
- e. Select, in conjunction with the Program Coordinator and possible current Committee Members, new Committee Members.
- f. Determine CANpitch Program budget with assistance of the committee and the Program Coordinator.
- g. Submit reports and attend Board of Directors' meetings in both January and October.
- h. Attend Ontario Rural Softball Association, Provincial Women's Softball Association, Ontario Amateur Softball Association and Slo-Pitch Ontario Annual Meetings, if requested.
- i. To assist in writing an annual report for Softball Canada providing data about the program and summarizing the feedback from players, coaches, Master Pitching Instructors and Regional Pitching Instructors regarding the National Pitching Program
- j. Promote Softball Ontario, all its programs, and the development of the sport in general
- k. To assign Regional Pitching Instructors to CANpitch Clinics in conjunction with the Softball Ontario Technical Program Co-ordinator.

Commitment/Duration of the Job:

The position of Pitching Committee Chairman is appointed for a period of two years and after the two-year term comes due their position will open to applications, with no limit on terms.

Supervisor:

The Chairperson of the Pitching Committee is appointed by the Chairperson of Softball Ontario and is responsible to the Softball Ontario Board of Directors.