

# North Shore District Softball Association Inc

## Committee Descriptions

Version	Date	Author	Reviewer	Rationale	Authorised
1.1	31 July 2021	F Gow	D Taylor	Updated Original	
1.2	6 August 2021	F Gow	NSDSA Committee	Revision	
1.3	10 August 2021	F Gow	NSDSA Committee	Revision	
1.4	24 July 2022	F Gow	D Taylor	Revision	



## Role Description – President

The role of the President is to provide the principal leadership and responsibility for the Association and the Committee.

### Desirable Attributes:

The President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Association
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of member and other interest groups
- be able to maintain confidentiality in all matters
- be a good role model and a positive image for the Association in representing the Committee in other forums
- be a competent public speaker
- be available to support competition duties

### Specific duties include but are not limited to:

- ✿ Execute activities to operationalise the Association Constitution, including those outlined specifically for the President
- ✿ Chair Committee meetings ensuring that they are run efficiently and effectively
- ✿ Liaise with Softball NSW, Softball Australia, or other softball associations as required
- ✿ Act as a signatory for the Association in legal and financial purposes
- ✿ Regularly focus the Committee's attention on matters of governance
- ✿ Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution
- ✿ Work with the Committee to ensure:
  - the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
  - goals and relevant strategic and business plans are developed in order to achieve the goals of the Association
- ✿ Serve as a spokesperson for the Association when required
- ✿ Communicate regularly and systematically with the Presidents of the member Clubs



## Role Description – Secretary

### Desirable Attributes:

The Secretary should:

- be organised
- have good computer skills
- be a good communicator
- be able to maintain accurate records
- be able to maintain confidentiality in all matters
- be available to support competition duties
- be a dedicated Association person

### Specific duties include but are not limited to:

- ✎ Execute activities to operationalise the Association Constitution including those outlined specifically for the Secretary
- ✎ Ensure that proper notification is given of Committee and Association meetings as specified in the rules and bylaws
- ✎ Development of the agenda for all meetings in consultation with other Committee members and distribution prior to the meeting
- ✎ Record and distribute minutes of all Committee and General meetings
- ✎ Maintain records of the Committee including
  - Keep minutes of all Committee meetings and General meetings
  - Record the names of those present at a Committee meeting or a General meeting
  - Maintain a record of all decisions made by the Committee in execution of their duties
- ✎ Help and lead the Committee in providing systematic communication from the Committee to Clubs and other relevant stakeholders
- ✎ Manage the general correspondence of the Committee except for such correspondence assigned to others
- ✎ Ensure that accurate and sufficient documentation exists to meet legal requirements and that the records of the Association are maintained as required by law and made available when required by authorised persons. These records may include but not be limited to:
  - founding documents
  - lists of Committee members
  - Committee and General meeting minutes
  - financial reports
  - other official records
- ✎ Always maintain and ensure accessibility to an up-to-date copy of the Constitution and bylaws
- ✎ Ensure sufficient familiarisation with Association documents and other compliance requirements to ensure compliance by the Association, including being able to note applicability during meetings
- ✎ Be a signatory on Association account



## Role Description – Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Association to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Association's financial status to both the Committee and the Association members.

### Desirable Attributes:

The Treasurer should:

- ✿ have good organisational skills
- ✿ have relevant business finance and accounting expertise
- ✿ be able to maintain accurate records
- ✿ have good computer skills
- ✿ be honest and trustworthy
- ✿ be able to maintain confidentiality in all matters
- ✿ be a good communicator
- ✿ be a dedicated Association person

### Specific duties include but are not limited to:

- ✿ Execute activities to operationalise the Association Constitution including those outlined specifically for the Treasurer
- ✿ Ensure that all money due to the Association is collected and received and that all payments authorised by the Association are made
- ✿ Ensure that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association
- ✿ Submit periodic business activity statements (BAS)
- ✿ Provide advice to the Committee in their management of the Association finances
- ✿ Administer all financial affairs of the Association
- ✿ Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- ✿ Ensure development and Committee review of financial policies and procedures
- ✿ Support any required auditing processes
- ✿ Receipt of all incoming monies Bank all monies received
- ✿ Pay all accounts
- ✿ Maintain accurate records of all income and expenditure
- ✿ Ensure that all receipts and payments concur with bank deposits and withdrawals
- ✿ Monthly financial reports – present at monthly committee meetings
- ✿ Arrange and despatch invoices for periodical payment by member Clubs
- ✿ Keep accurate record of all membership payments
- ✿ Be a signatory on Association account



## Role Description – Ordinary Committee Member

The role of the Ordinary Committee Member is to provide support to the President, Secretary and other Committee members, ensuring the efficient operation of the Association.

### Desirable Attributes:

Ordinary Committee Members should:

- have sound communication skills
- have a positive and enthusiastic approach
- have strong networking skills and the ability to establish and develop key relationships
- be able to maintain confidentiality in all matters
- be well organised and able to work independently
- be innovative, creative and able to identify potential sources of funding
- have good expertise and experience in dealing with Committee and key stakeholders
- be available to support competition duties
- be a dedicated Association person

### Specific duties include but are not limited to:

- Execute activities to operationalise the Association Constitution
- Assist the President and Secretary in their duties as required
- Undertake tasks at the request of the President or Management Committee
- Attend monthly Committee meetings
- Participate in discussion and decision making of the Committee
- Take accountability for a specific portfolio executing the agreed duties as required including but not limited to:
  - define and gain Committee agreement (eg competition, marketing, sponsorship, etc) for a strategic plan for the portfolio for the current season
  - execute the portfolio plan as agreed
  - provide a written report to the Management Committee as required