

## **Executive Job Descriptions**

### President

- The chairman of executive and conducts general meetings
- Presides, exercises direction and control over the Fort Saskatchewan Mixed Slo-Pitch Association (FSMSPA).
- Primary contact and represents FSMSPA to other associations, examples: City of Fort Saskatchewan, Minor Sports Association.
- If required, (in the case of a tie vote), to make a deciding vote on league issues.
- Has signing authority for cheques and bill paying

### VP/League Commissioner

- Secondary contact and represents FSMSPA to other associations
- Acts as an advisor to executive members regarding league issues
- In charge of day-to-day operation of the league including: structure, divisions, alignment and re-alignment of teams, number of teams in division/league, team fines (works closely with scheduler)
- Give direction to division reps
- Maintain league operating guide, review each year with membership at spring AGM
- Deal with and resolve game/team issues, help from division rep
- Has signing authority for cheques and bill paying

### Secretary

- Handle and file general correspondence (hard copies and e-files of all meeting handouts)
- Keep record of meeting minutes, contact lists
- Organizing and scheduling executive meetings, booking meeting rooms, creating agendas
- Has signing authority for cheques and bill paying

### Treasurer

- In charge of the funds or revenues of the FSMSPA
- Responsible for the overall budget, in conjunction with appropriate executive members
- Keeps up-to-date records, ledgers and statements
- Collects and records league registration dues
- Issues any payable cheques back to the membership at the fall AGM
- Has signing authority for cheques and bill paying

### Scheduler

- Game scheduling for regular season and tournaments
- Re-scheduling games as per policy
- Communicating schedules and changes to the division reps and umpire coordinator
- Alignment of teams in the divisions (works closely with VP Operations)

### Bond Coordinator

- Tracks and records representation/attendance at bondable FSMSPA functions (meetings, tournaments, clean ups, clinic, etc.)
- Communicate information to treasurer for bond refunds
- Communicate with Website coordinator for membership to view bond hours online

### Facilities Coordinator

- Directs diamond maintenance to be performed by others which may include: cutting grass, dragging and raking shale, coordinating pickup/delivery of outdoor toilets
- Responsible for diamond and facility repair and maintenance: fencing, bases, signs, shale, grass, toilets, dug outs, bleachers, shacks and sheds
- Communicates condition of diamonds and facilities to the executive
- Maintain contacts with contractors (fencing, shale, fertilizer, toilets, etc.)
- Examine condition of diamonds after tournaments (works closely with maintenance)
- Orders appropriate league equipment (balls, bases, chalk, etc.)

### Rental Coordinator

- Take booking for diamond rentals
- Sending information to the renter including: Contract, diamond availability, etc.
- Communicate with treasurer regarding payment
- Communicate with website coordinator for viewing of diamond availability online
- Update and amend contract when necessary

### Umpire Coordinator

- Schedules umpires for game coverage
- Communicates umpire information and/or clinics to the team members
- Works with treasurer for payment of umpires

### Social Media Coordinator

- Manage the FSMSPA Facebook Page and Group
- Send out game cancellations via Facebook, and Remind text system (gets cancellation from umpire and/or facilities coordinator)
- Send out league updates on social media

### Website

- Collect game sheets
- Compile team standings and statistics (wins, losses, ties)
- Maintain FSMSPA website
- Implement website updates in accordance with the direction of the executive
- Develop further website content
- Ensure all content is accurate and up-to-date
- Ensure approvals are in place when publishing personal information
- Ensure website licensing is in place and hosting fees have been paid

### Division Reps

- Act as a liaison between the executive and the teams for the divisions
- Communicate any issues to the executive that are brought forward by the teams/team reps
- Notify teams about upcoming events (bond opportunities, AGM's, tournaments, etc.)
- Ensure teams have handed in their insurance forms before the second game of the year
- Attend executive meetings and convey and member feedback to the executive
- Must play on the same day as you are representing

### SPN Coordinator

- Communicate with SPN representative
- Order team packages
- Mail in team league fees
- Ensure teams have registered through SPN online
- Order prizing for the FSMSPA tournaments (works with treasurer, FSMSPA tournament coordinator, and fall league coordinator)

### Signs/Fundraiser

- Maintain contact with current businesses involved in advertising around the diamonds
- Establish new business advertising including signs and fundraising
- Apply for grants if opportunity arises