**BOARD OF DIRECTORS**

* The role of the organization’s Board of Directors is to set the strategic, financial, and operational direction for the organization.

**PRESIDENT**

* Develop and lead the strategic direction of the organization’s operations, set forth by the Board.
* Maintain visible presence of leadership, establish, and maintain positive organizational culture for all members to observe and follow.
* Delegate tasks and responsibilities dynamically, by best fit, to ensure good outcomes for the organization.
* Develop and lead the communications strategy to provide a consistent voice and tone for the organization.
* Supervise the business of the Board and support its members in achieving organizational goals.
* Ensure proper governance of the organization through its bylaws, rules, policies, and procedures.
* Represent the organization in dealings with external partners and stakeholders (Softball Ontario/Canada, OASA, Ontario Select), while maintaining good working relations.
* Investigate complaints, irregularities, and conditions detrimental to the organization.
* Ensure that the organization develops and follows a budget for each financial year.
* Hold signing authority on all bank accounts opened in the name of the organization.
* Develop and publish a yearly report on the organization’s business on the website by October 1st.
* Maintain records and delegate appropriate access to all online operations, including social media, email accounts, bank accounts, website management, municipal web portals, pay processors, etc.
* Be proactive in achieving strategic outcomes, solving problems for the organization.
* Chair all meetings of the Board.

**VICE-PRESIDENT**

* Report to the President and the Board on any and all aspects of the organization’s operations, where necessary.
* Perform duties customarily incident to the office of Vice-President, or as assigned by the President.
* Assume responsibility of organizational leadership when appropriate, or as assigned the President.
* Assume the office of the President, should the position become vacant before the next annual meeting to ensure continuity.
* Hold signing authority on all bank accounts opened in the name of the organization.
* Represent the organization in dealings with partners and stakeholders, maintaining good relations.
* Lead external liaison with the municipality in matters relating to scheduling fields, and signing for permits and contracts.
* Coordinate all scheduling requirements for the organization, including regular season, rainouts, playoffs, and special events.
* Maintain records and delegate appropriate access to all online operations, including social media, email accounts, bank accounts, website management, municipal web portals, pay processors, etc.
* Be proactive in achieving strategic outcomes, solving problems for the organization.

**TREASURER – By Presidential Appointment**

* Report to the President and the Board on matters relating to the organization’s finances.
* Perform duties customarily incident to the office of Treasurer, or as assigned by the President.
* Prepare preliminary budget strategy at the beginning of the season.
* Prepare budget actuals for the final report at the end of the season.
* Keep an accurate record of all funds received and disbursed by the organization.
* Deposit all receipts of cash, e-transfers, and cheques into the bank accounts of the organization.
* Draw all cheques, and co-signs for payment of the liabilities and expenditures of the organization.
* Prepare financial statements, as required by the President.
* Maintain all bank accounts of the organization.
* Submit all government documentation related to financial matters such as income tax reports.

**REGISTRAR**

* Not required as President and Vice President has access to the Sportsheadz account to answer question and to maintain registration files.

**UMPIRE-IN-CHIEF – By Presidential Appointment**

* Report to the President and the Board on matters relating to the organization’s umpire operations.
* Perform duties customarily incident to the office of Umpire-In-Chief, or as assigned by the President.
* Ensure the recruitment and retention of umpires.
* Provide the President and Treasurer with budgetary requirement for all umpire-related operations.
* Schedule and assign umpires to games, where necessary.
* Arrange for the payment of umpires no later than the last day of the month.
* Provide training, coaching, and mentoring of umpires.
* Complete mid-season umpire evaluations to establish and maintain performance expectations.

**DIRECTOR – HOUSE LEAGUE**

* Report to the President and the Board on matters relating to the organization’s House League operations.
* Perform duties customarily incident to the office of Director – House League, or as assigned by the President.
* Coordinate all House League program activities, including the format for the regular season and playoffs.
* Review, and renew where necessary, all divisional rules and regulations for the regular season and playoffs.
* Recruit coaches, assistant coaches, and convenors.
* In conjunction with the Registrar, determine the draft format for all House League rosters.
* Conduct preseason coach meetings for each division to establish program goals and expectations.
* Ensure that the schedule, and changes to, are properly communicated to all coaches and members.
* Ensure that all coaches and members understand and adhere to rules and regulations, including safety requirements and disciplinary actions, with support from the President and/or Vice-President when necessary.

**DIRECTOR – EQUIPMENT**

* Report to the President and the Board on matters relating to the organization’s equipment.
* Perform duties customarily incident to the office of Director – Equipment, or as assigned by the President.
* Maintain inventory of all the organization’s physical assets and equipment.
* Ensure proper maintenance, repair, and disposal of the organization’s physical assets and equipment.
* Procure all equipment, uniform, merchandise, stock for the organization.
* Ensure that purchases are done with due diligence (multiple quotes to seek best possible value).
* Distribute all equipment and uniforms at the start of the season.
* Collect and store all equipment at the end of the season, ensuring all inventory is returned and accounted for.
* Ensure that equipment meets all regulatory requirements set forth by Softball Canada.
* Purchase and coordinate distribution of awards for House League, Select, and competitive tournaments.

**DIRECTOR – MARKETING & PARTNERSHIPS**

* Report to the President and the Board on matters relating to the organization’s marketing strategy and partnerships.
* Perform duties customarily incident to the office of Director – Marketing & Partnerships or as assigned by the President.
* Develop and lead the organization’s marketing strategy before the preseason, during the preseason, and throughout the season, including giveaways, announcements, reminders, and other forms of media to increase brand awareness and visibility.
* Develop and maintain assets for the website and social media, according to branding guidelines.
* Promote the organizational brand on social media in regular intervals, to maintain user engagement and brand awareness.
* Promote strategic growth of the organization through continued experimental advertising efforts, as well as established advertising platforms (Facebook, Google).
* Coordinate community partnerships and sponsorship opportunities with local vendors to increase the organization’s financial viability, as well as maintaining positive community relationships.

**DIRECTOR – SELECT PROGRAM**

* Report to the President and the Board on matters relating to the organization’s Select Team operations.
* Perform duties customarily incident to the office of Director – Select Program, or as assigned by the President.
* Represent and ensures OAFA retains its membership with Ontario Select Softball Tournament Association (OSSTA).
* Recruit coaches and assistant coaches, while ensuring that coaches meet certification as required by the OSST, if any.
* Ensure each team prepares a budget and sets additional fees to cover the cost, collect fees, and submit funds to the Treasurer.
* In conjunction with the Treasurer, ensure that all payments to external tournament organizers are properly and promptly delivered.
* Maintain, distribute, and collect uniforms as required.
* Promote the growth of the Select program by engaging with House League coaches and members, encouraging potential players to attend tryouts.
* Coordinate and host tryouts for the Select teams, if necessary.
* Ensure all Select player registrations comply with organizational policy (must be a registered House League player).