

## **PRESIDENT**

The President is the driving force behind the Outfielders, providing leadership, direction, and oversight to ensure the league runs smoothly and continues to grow. As the face of the league, the President fosters a strong sense of community, upholds the league's values, and works closely with the committee to create a fun, inclusive, and well-organised competition.

### **KEY RESPONSIBILITIES:**

- Act as the primary representative and spokesperson for the league in internal and external matters.
- Chair committee meetings, set the agenda, and ensure productive discussions and decision-making.
- Oversee the implementation of league policies, rules, and strategic initiatives.
- Support and provide guidance to committee members in their roles.
- Address member concerns and work to resolve disputes in line with league policies.
- Maintain strong relationships with sponsors, partners, and key stakeholders.
- Ensure the league upholds its values of inclusivity, fairness, and community engagement.

### **IDEAL CANDIDATE:**

- Strong leadership and decision-making abilities.
- Excellent communication and interpersonal skills.

Ability to manage league operations and support committee members.

## VICE-PRESIDENT

The Vice-President supports the President and assists in the management of league operations. This role provides a crucial leadership presence, particularly when the President is unavailable.

### KEY RESPONSIBILITIES:

- Act as a deputy to the President, stepping in to lead when required.
- Assist with the oversight of committee functions, ensuring smooth operations.
- Provide leadership and guidance in resolving league or player concerns.
- Support the planning and execution of league events and initiatives.
- Collaborate with the President on strategic decisions and league governance.

### IDEAL CANDIDATE:

- Strong problem-solving and leadership skills.
- Excellent organisational abilities and adaptability.
- Willingness to take on a broad range of responsibilities as needed.

## SECRETARY

The Secretary is responsible for the administration of the league, ensuring that records are kept up to date and that communication flows efficiently between the committee and members.

### KEY RESPONSIBILITIES:

- Manage all official league correspondence, including emails and documentation.
- Organise and take minutes for committee meetings and the AGM, ensuring records are properly maintained.
- Oversee the distribution of important league communications, including rule updates and notices.
- Maintain up-to-date records of league policies and governance documents.
- Coordinate the league's documentation and ensure compliance with its constitution.

### IDEAL CANDIDATE:

- Strong organisational and record-keeping skills.
- Attention to detail and ability to manage multiple tasks.
- Excellent written and verbal communication skills.

## TREASURER

The Treasurer is responsible for managing the league's finances, ensuring financial accountability, and maintaining accurate financial records.

### KEY RESPONSIBILITIES:

- Maintain accurate financial records, including tracking income and expenses.
- Manage player registrations, invoices, and payments.
- Prepare financial reports for committee meetings and the AGM.
- Ensure financial compliance with any relevant laws or obligations.
- Liaise with sponsors and funding bodies regarding financial contributions.
- Oversee the league's bank accounts and financial transactions.

### IDEAL CANDIDATE:

- Experience in financial management, bookkeeping, or budgeting.
- Strong attention to detail and record-keeping skills.
- Ability to manage financial transactions efficiently and transparently.

## **PUBLICITY AND MARKETING OFFICER**

The Publicity and Marketing Officer is responsible for promoting the league, ensuring strong engagement with members and the wider community.

### **KEY RESPONSIBILITIES:**

- Manage the league's social media accounts, website updates, and communications.
- Develop marketing strategies to increase league awareness and recruitment.
- Promote league events, fundraisers, and sponsorships.
- Maintain branding consistency across all league communications.
- Work with external partners or media when required.

### **IDEAL CANDIDATE:**

- Strong writing, social media, and content creation skills.
- Creative mindset with an ability to promote engagement.
- Experience in marketing, communications, or public relations is a plus.

## **SOCIAL OFFICER**

The Social Officer ensures that the Outfielders community remains vibrant by organising social events and fostering a welcoming environment for all players.

### **KEY RESPONSIBILITIES:**

- Plan and coordinate league social events, including fundraisers and end-of-season celebrations.
- Foster a sense of community and inclusion within the league.
- Organise social initiatives to help new players integrate into teams.
- Assist in securing venues, entertainment, and logistics for social gatherings.

### **IDEAL CANDIDATE:**

- Strong event planning and organisational skills.
- Friendly and approachable with a passion for community engagement.
- Ability to manage multiple tasks and coordinate with different stakeholders.

## **ORDINARY COMMITTEE MEMBERS**

**(MINIMUM 3 POSITIONS)**

Ordinary Committee Members play a crucial role in supporting the committee and ensuring the smooth running of the league. These members assist in various functions based on league needs.

### **KEY RESPONSIBILITIES:**

- Support committee members in carrying out their duties.
- Assist with game-day logistics, player engagement, and league operations.
- Help plan and execute events, fundraisers, and community initiatives.
- Provide input in committee meetings and contribute to decision-making.
- Take on specific tasks as delegated by the committee.

### **IDEAL CANDIDATE:**

- Passion for the league and willingness to contribute to its success.
- Strong teamwork and communication skills.
- Ability to assist in various tasks based on league needs.
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