

Notso Amazon Softball League (N.A.S.L.)

Collective Position Descriptions - 2017-2018

1. President (Executive)

Description: The President works with all Collective members to formulate rules, regulations, policies and other procedures concerning all aspects of the N.A.S.L. operation and program. Excellent organizational and leadership skills. Project management skills and good knowledge of softball rules.

Main Duties

- Manages the Collective and coordinates tasks among Collective members
- Establishes objectives for the league, and sets timelines and deadlines
- Facilitates discussion of the league policies and programs in conjunction with the Collective
- Approves the budget and any costs associated with the operation of the league in conjunction with the Collective
- Creates meeting agendas, and schedules and chairs meetings
- Coordinates the sorting of the teams
- Acts as signing agent
- Acts as representative of the league
- Answers electronic enquiries
- Manages membership information, team rosters and the waitlist
- Conducts opinion and attitude surveys
- Works in partnership with all members of the Collective

2. Vice-President (Executive)

Description: The Vice-President works closely with the President, and Collective members concerning all aspects of the N.A.S.L. operation and program, including community partnerships, sponsors, and fundraising. Good organization, leadership and project management skills.

Main Duties

- Completes and submits application for Diamond/Field permits
- Creates regular season and playoff season schedules with equipment distribution & diamond/timeslot allocation with the President
- Coordinates the engraving of the trophy, plaques, and awards
- Acts as signing agent
- Solicits sponsorship from businesses, and acts as liaison between the league and community partnerships and sponsors
- Solicits in-kind donations
- Creates and presents funding proposals
- Writes and sends thank you letters to sponsors and donors
- Initiates and maintain contact with the media, when required
- Coordinates special publicity events
- Collaborates on advertising initiatives with the Communications Manager(s) & Equity & Outreach Coordinator(s)

3. **Treasurer/Secretary (Executive)**

Description: The Treasurer/Secretary prepares various financial reports and performs a variety of accounting tasks, records and prepares meeting minutes. Requires financial skills, above average excel/spreadsheet skills, organization and communication skills.

Main Duties

- Prepares and coordinates the preparation of financial statements including the budget and income statements
- Notifies Collective concerning any trends, best practices and initiatives that are critical to the organization's financial position
- Calculates and prepares payment for umpires
- Manages the e-commerce account in conjunction with the Communications & Web Managers
- Receives and records payments
- Issues refunds as needed in conjunction with President and Communications & Web Manager
- Acts as signing agent
- Records and prepares minutes of meetings
- Maintains inventory of merchandise
- May compile data, statistics and other information as needed.

4. **Umpire Coordinator/Equipment Manager**

Description: The Umpire Coordinator/Equipment Manager oversees the activities of the umpires and league equipment. Should have good softball knowledge and above-average knowledge of softball rules.

Main Duties

- Liaises with umpire association
- Manages the umpiring schedule
- Ensures league umpiring needs are met
- Facilitates coordination of umpire training
- Updates rules and regulations of the league
- Works with Team Rep Coordinator(s) to provide education and training regarding league rules and safety.
- Monitors activities to ensure safety
- Enforces safety rules and regulations
- Works with Community Inclusion Coordinator to ensure league Mission and Values are upheld with umpires
- Provides emergency or first aid assistance when required
- Oversees equipment distribution and transportation
- Procures repairs and/or equipment replacement
- Replenishes First Aid kits as needed

5. **Team Coordinator (2 positions)**

Description: The Team Coordinator(s) acts as liaison between the Collective, Team Representatives and Team Mentors, and supports Team Representatives and Team Mentors. Required solid knowledge of league rules and bylaws, Softball Canada Rules and good organization and communication skills.

Main Duties

- Organizes and conducts Team Rep. and Team Mentor information meetings
- Communicates league information to Team Reps.
- Collects weekly attendance for all members from Team Reps and Team Mentors
- Collects weekly scores from Team Reps and Team Mentors and updates the website in conjunction with the Communications & Web Manager
- Prepares team binders
- Plans, organizes and coordinates an orientation for all members
- Creates a skills clinics schedule
- Facilitates skills clinics, and demonstrates and instructs softball techniques
- Organizes and coordinates practices
- Supports Team Representatives and Team Mentors in their tasks
- Updates weekly team schedules, scores and standings on the website
- Works with Community Inclusion Coordinator to ensure league Mission and Values are upheld and understood by Team Reps and Team Mentors.

6. **Event Planner (2 positions)**

Description: The Event Planner(s) plan, organize and coordinate the events of the season. Requires coordination, organization and excellent event planning skills with ability to build relationships.

Main Duties

- Organizes events and social gatherings for members
- Meets with sponsors and/or venue contacts to plan scope and format of events
- Coordinates services for events such as catering, signage, displays, accessibility requirements, audio-video equipment and printing
- Prepares promotional materials in conjunction with the Graphic Designer, and publicizes events with the Communications & Web Manager
- Approves invoices and maintains financial records in conjunction with the Treasurer/Secretary
- Plans and directs events for fundraising in conjunction with the Vice-President
- Recruits volunteers and coordinates volunteer activities including photographers/videographers as needed.
- Works with Community Inclusivity Coordinator to ensure events are accessible and inclusive

7. **Communications/ Web Manager & Graphic Designer (2 people)**

Description: The Communications & Web Manager develops and manages the website and promotes league activities, events, and communications through the newsletter and social media platforms. Requires Web/design skills, above-average computer literacy, organization and Project Management skills.

Main Duties

- Manages League CMS (League Apps) - player administration, registration, waiting list etc and manages the e-commerce website for payments and refunds in conjunction with the Treasurer/Secretary and President
- Creates and programs annual registration on LeagueApps and monitors and administers registration transactions
- Updates website graphics and images, coordinates design for t-shirt team logos, promotional materials for events, posters, e-newsletter and updates to website graphics. Collaborates with Vice President, Events Coordinator and Equity and Outreach Coordinator(s)
- Prepares presentations and collaborates on advertising and fundraising initiatives with the Vice-President
- Compiles information for, prepares and distributes league e-newsletters (LeagueApps)
- Sends out SMS Messages for RainOuts or other high priority communications
- Creates, coordinates, posts and manages content for NASL social media platforms
- Curates photos for social media platforms and recruits volunteer photographers/videographers in conjunction with the Event Planner(s)

9. **Equity and Outreach Coordinator(s) (2 positions)**

Description: Works with all Collective Members to ensure league Mission and Values are met. Equity and outreach experience - especially with marginalized intersections of the community.

Main Duties

- Review and update league Mission and Values statements in collaboration with Collective Members and external subject matter experts as needed.
- Work with all Collective members to ensure league Mission and Values are met.
- Work with Umpire Manager to ensure league Mission & Values are upheld with umpires.
- Develop and implement equity and inclusion training and best practices for all members in order to ensure that the league is as inclusive, accessible, and affirming as possible.
- Coordinate training and create guidelines for Team Reps and Mentors.
- Relationship building & outreach to underrepresented & marginalized intersections of the community.
- Ensure accessibility requirements are addressed at all events.
- Receive and follow-up with questions, concerns, and complaints in conjunction with President.
- Acts as resource to address inclusivity concerns.
- Solicits input from the league on how to create a welcoming environment.

The NASL is dedicated to taking proactive steps to overcome historical patterns of discrimination that have affected individuals' full participation in the league. The NASL Collective encourages members with lived experience in underrepresented and/or marginalized communities to run for this position.