



COMMITTEE APPLICATION FORM

POSITION OVERVIEW: Vice President – Baseball Operations

SKILLS

SKILLS REQUIREMENTS/RELEVANT EXPERIENCE:

1. Ability to function as a key player in a team to deliver the expected outcomes of the operational plan and the needs of the members.
2. Ability to interpret financial statements, management of organisational assets and the effective delivery of all activities designated as the board's responsibility.
3. High level of understanding of the baseball operations needs of the organisation to continue to develop.
4. Ability to communicate clearly with operational staff both paid and voluntary.
5. Proven understanding of the legal, financial, ethical, moral and physical requirements of the Board.
6. A sound overall knowledge of baseball operations is necessary but no qualification in any particular area of baseball coaching, umpiring or scoring is required.

OBJECTIVES OF THE VICE PRESIDENT – BASEBALL OPERATIONS:

<ul style="list-style-type: none"> • Implement the tasks and actions referring to the delivery of the sport of baseball as determined by the ratified strategic and operational plans.
<ul style="list-style-type: none"> • Monitor the performance and legal obligations of the organisation, its executive members, operational staff, players and the sports officials. This includes team performances, player development, education and accreditation of all club coaches, umpires and scorers.
<ul style="list-style-type: none"> • Be aware and vigilant in determining all responses, actions and program delivery, ensuring that they are within the financial capacity of the organisation.
<ul style="list-style-type: none"> • Be aware, monitor and evaluate the financial status of the organisation regularly, with particular reference to the area of baseball operations.
<ul style="list-style-type: none"> • Assist with the development and delivery of all training and education of baseball coaches, umpires and scorers.
<ul style="list-style-type: none"> • Assist with the development, management and implementation of all rules and regulations, policies, procedures and administration tasks.



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- **KEY OBJECTIVE**

To serve the members of the Association and assist the Executive Committee in delivering the outcomes of the operational plan/organisation's requirements.

TYPICAL DUTIES OF THE VICE PRESIDENT – BASEBALL OPERATIONS

- Monitor financial position and track budget in regard to the area of baseball operations.
- Manage and monitor the effective delivery of all baseball activities.
- Maintain an understanding of the legal, financial, ethical/moral and physical requirements of a committee.
- Maintain a good working knowledge of the constitution, rules and the duties of general office bearers.
- Be well informed of all organisation activities and be aware of the future directions and plans of members.
- Be supportive to organisational members.
- Function as a key player in the delivery and evaluation of the operational plan requirements/outcomes.



COMMITTEE APPLICATION FORM

INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS

Implement the duties shared by all committee members:

- Ensure the responsibilities of Associations and committee members under the Associations Incorporation Act are discharged:
 - to ensure that the Association maintains a registered office where a document can be served personally (thus it cannot be a post office box) (section 17);
 - to ensure that the Association complies with its rules about calling and holding general meetings of members (section 57);
 - to ensure financial statements are prepared within 6 months of the close of the financial year or more frequently if the rules of the Association so provide (section 59);
 - to ensure the financial statements are audited by a qualified or approved auditor (section 59);
 - to comply with directions of the Department regarding publication of the annual financial statements (section 59);
 - not to leave the position of Secretary vacant for more than one month (section 65);
 - to ensure that the Secretary resides in Queensland or no more than 65 kilometers from its border (section 66);
 - to ensure that the department is notified of any change in Secretary within one month (section 68);
 - to ensure that the Association holds public liability insurance (section 70);
 - to ensure compliance with the additional accounting requirements under regulation 12 and schedule 5; and
 - To take all reasonable steps to ensure the incorporated Association complies with the Regulation (regulation 15).
- Prepare for committee meetings and appropriately participating in meetings.
- Undertake any assignments given by the management committee to them on an individual or group basis.
- Maintain current knowledge about the work of the Association.
- Maintain current knowledge about the environment in which the Association works and key issues.
- Attend Association functions.



COMMITTEE APPLICATION FORM
NOMINATION FORM

NAME (please print)

MEMBERSHIP STATUS (Financial?) (please print)

NOMINEE: _____

PROPOSER: _____

SECONDER: _____

POSITION:

President : Vice President – Club Operations: Vice President – Baseball Operations:

Treasurer : Secretary : Registrar : General Committee

- (Please indicate position nominated by checking the appropriate check box)

A person is not eligible to be elected to the Committee if:

- the person has been convicted –
 - on indictment; or
 - summarily and sentenced to imprisonment, other than in default of a fine; and the rehabilitation period, as defined in the Criminal Law (Rehabilitation of Offenders) Act 1986, in relation to the conviction has not expired; or
- the person is an undischarged bankrupt under the Bankruptcy Act 1966 or the law of an external territory or another country; or
- the person has executed a deed of arrangement under the Bankruptcy Act 1966, part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or
- the person's creditors have accepted a composition under the Bankruptcy Act 1966, part X or a corresponding law of an external territory or another country and a final payment has not been made under the composition; or
- the person is a patient within the meaning of the Mental Health Act 1974; or

The nominee hereby accepts the nomination, and declares that to the best of his/her knowledge there is nothing contained within the constitution of Western Districts Baseball Club Inc, or the Act that precludes the nominee from being either nominated or elected to the position described above.

_____/_____/____ Signed and dated by the Nominee

The proposer and seconder hereby declare that to the best of his/her knowledge there is nothing contained within the constitution of Western Districts Baseball Club Inc, or the Act that precludes the nominee from being either nominated or elected to the position described above, and that they are financial members of Western Districts Baseball Club Inc. and are not precluded from proposing or seconding the nominee.

_____/_____/____ Signed and dated by the Proposer

_____/_____/____ Signed and dated by the Seconder