

## **SUNRAYSIA BASEBALL LEAGUE INC**

### **PORTFOLIO DESCRIPTION – ADMINISTRATOR**

#### **ABOUT THE SBL:**

The Sunraysia Baseball League provides the administrative function and governs the sport of Baseball in Sunraysia. The committee of management is made up of a President, 5 Vice Presidents each with specific portfolio's to manage, an administration manager and club delegates representing both senior and junior competition interests. Whilst from time to time the SBL deals with a wide range of issues the three main objectives of the SBL committee are as follows

- Administrate and govern the competitions of Baseball in Sunraysia
- Promote and develop the sport to the wider region with the specific aim to increase participation
- Organise representative teams to represent the region in any Baseball Victoria, South Australian Country Baseball Association and Baseball Australia competition that it sees fit

#### **PORTFOLIO OBJECTIVES:**

SBL Administrator is responsible for providing the secretary/treasurer function to the SBL Committee and is also responsible for competition administration. This is a paid position with remuneration negotiable from year to year depending how many portfolio responsibilities they are able to fulfil versus how many need to be delegated to other members of the committee.

#### **MINIMUM PORTFOLIO RESPONSIBILITIES:**

- Record meeting minutes, correspondence and other basic secretarial functions
- Manage SBL finances including presenting a set of accounts to each SBL meeting
- Collect money, pay bills and other basic treasurer functions
- Perform competition administration functions using IMG software
- Create and distribute draws, ladders and other competition information as deemed necessary
- Collect & collate best & fairest votes, player eligibility data and cross reference match cards for any breach of rules
- Liaise with our governing bodies as required from time to time
- Ensure the SBL remains compliant with the incorporated associations act

#### **SCOPE TO FURTHER DEVELOP PORTFOLIO:**

- Begin to collate the history of the SBL by moving old records to an electronic format for future reproduction

#### **COMMITMENT REQUIRED:**

The SBL Administrator is required to attend SBL meetings.

The SBL Administrator is required to spend between 4-6 hours a week on competition management.

The SBL Administrator is required to spend other time as deemed necessary to fulfil other minimum portfolio responsibilities.

This position is not entitled to a vote per SBL by laws.

Applications for this portfolio are required in writing and submitted to the SBL Committee no less than 7 days prior to the SBL Annual General Meeting which is traditionally scheduled for the last Monday of February. Remuneration will be negotiated with the SBL committee following the appointment.

This portfolio description is current as of February 2015.