

# NELSON SOFTBALL MANAGER POSITION OVERVIEW

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The role directly reports to the Nelson Softball Board, and is responsible to the membership

The Nelson Softball Manager will be responsible for ensuring a high level service is provided to our members and partners. The Softball Manager is pivotal in rolling out Nelson Softball's Strategic and financial objectives.

The position will assume the overall responsibility for the management of the day to day operations of Nelson Softball including (but are not limited to);

## **Management**

- Provide leadership and direction to all partners, subcommittees and volunteers
- Deliver on the boards strategic direction
- Promote a culture that reflects Nelson Softballs values
- Build and manage key relationship with clubs, partners, volunteers and stakeholders
- Ensure Nelson Softball is fully compliant with the Health and Safety Laws
- Provide regular reports and proposed policies back to the Nelson Softball Board
- Retain and recognise our volunteers
- Promote the Brand of Nelson Softball

## **Financial**

- Ensure Nelson Softball operates efficiently and profitably in a transparent manner
- Develop operating budgets for Board sign off
- Supervise and authorise all financial responsibilities including monthly reports, payroll, account payments, invoicing, banking systems.
- Meet the necessary internal (annual reports) and external reporting requirement (GST returns) of Nelson Softball
- Undertake funding applications for core funding, staffing and for additional items where required
- Develop stable and diverse income streams which underpin Nelson Softball's ability to deliver its services and activities (e.g. subscriptions, sponsors, events, trust income, canteen etc.)

## **Nelson Softball Competition and development**

*Manage the Nelson Softball Competition including:*

- Support Youth Softball Committee
- Set the club and school season duration, create handbook, seek club registrations
- Ensure the effective and early preparation of draws are completed 2 weeks prior to the start season and fit around other known scheduled events (representative, schools etc)
- Collate and publish the results in a timely fashion
- Manage any issues that arise around players and fixtures
- Develop plans with them membership to assist with developing and growing the current game

## **General Administration**

- Ensure communication to our membership is developed, current and done through various avenues (Facebook, website, media)
- Find ways to maximize external usage of the Nelson Softball facilities

## **Manage the representative and tournaments program**

*Ensure the smooth operation of representative program including:*

- Accommodation and travel arrangements
- Fixtures
- Communication with other Associations and NZ Softball re Tournaments
- Appoint Trials/Selectors/Coaches
- Administration with notices for Trials and Squad Names Published
- Hosting of Tournaments as required