



NORWICH ICENI BASEBALL BOARD ROLES AND RESPONSIBILITIES

1 Chairman

The Chairman has a strategic role to play in representing the vision and purpose of the Icení Baseball Club as a whole. The Chairman ensures that the club committee functions properly, directs the club's strategic direction, ensures full participation at meetings and all relevant matters are discussed and that effective decisions are made and carried out.

- 1.1 Ensure the organisation is managed effectively by co-ordinating the Board to ensure responsibilities for particular aspects of management and keep an overview of the organisation's affairs.
- 1.2 Create and oversee the strategic direction of the club.
- 1.3 To facilitate change and address conflicts within the organisation.
- 1.4 Provide support and supervision to staff, to directly line manage the senior staff member of the organisation.
- 1.5 Represent the organisation at external meetings and events and to communicate effectively the vision and purpose of the Icení.

2 Treasurer

The overall role of a Treasurer is to maintain an overview of the Icení's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

- 2.1 To oversee and present budgets, actuals and financial statements for the club's financial year and present the accounts at the annual general meeting (AGM) and Board Meetings.
- 2.2 Take member details and manage membership payments such as renewals & subscriptions.
- 2.3 Manage the Icení bank account and cash.
- 2.4 Ordering and paying for new club equipment

3 Secretary

The role of the secretary is to support the chair in ensuring the smooth functioning of the club & Board procedures externally and internally.

- 3.1 To prepare agendas and minutes for Board and General meetings of the Club
- 3.2 Be the liaison between the Board as well as the communication point for all external and internal stakeholders.



4 Vice Chairman

The role of Vice Chair is to support the Chairman and additional Board members in their business where needed.

- 4.1** Support the Chairman in the business of the club.
- 4.2** Act as a proxy in the absence of the chairman at external meetings and events.
- 4.3** Liaise with the Board and support committee members when requested in their business.

5 Team Managers (Icení, Warriors & Queens)

A club Manager is in charge of managing the affairs of the team. A team manager is the operational head of the team that leads and or coordinates the training of the team, prepares the team for matches and supports the development of the squad. Supervising the team means running, updating and coordinating trainings and match days and acting as the central point for the team as a role model and leader.

- 5.1** Oversee the team's logistical home and away game requirements.
- 5.2** Manage or coordinate volunteers to ensure match days and trainings are delivered.

6 Marketing & Communications Officer

The club communication officer is in charge of the club's communication channels and is the club contact for all media inquiries proactive and reactive.

- 6.1** Manage and develop internal and external club marketing tools including but not limited to, Newsletters, Social Media Accounts, Website and any print communication.
- 6.2** Act as main contact/spokesperson for all media enquiries relating to the club.

7 Social Secretary

The Social Secretary role is there to build camaraderie within the Club, maintained by organising team get together and events away from the regular Baseball sessions. Whether a night out or trip away, it is down to the social secretary to propose and organise these for the benefit of the Team.

- 7.1** Organise and manage a range of planned Club socials for all age ranges.

8 Grounds Officer

The club Grounds Officer is in charge of organising the development of the Club's field(s).

- 8.1** Chair a Norfolk Grounds Committee of volunteers to facilitate and coordinate the development and maintenance of the Club's field(s).
- 8.2** Propose the use of budgeted funds specifically for ground maintenance and development.



9 Norfolk Baseball League Commissioner

The Norfolk Baseball League Commissioner is responsible for organising, developing and managing the Norfolk Baseball League.

- 9.1** To Chair a Norfolk Baseball League Committee including all of the League Captains.
- 9.2** To schedule the Norfolk Baseball League's fixtures and to keep track and update league tables.
- 9.3** To organise player transfers in consultation with the League Captains.

10 Safeguarding Officer

The Safeguarding Officer is a board appointed role for all issues relating to the welfare and safeguarding of all members of the Club.

- 10.1** Be the first point of contact for coaches, umpires and volunteers where concerns about any member, poor practice or potential abuses are identified.
- 10.2** Review and develop club safeguarding policies and procedures
- 10.3** Liaise with BSUK's safeguarding officer