



POSITION DESCRIPTION May 2019

Title: SSA Board Member
Term: Three year term

Principles and Functions of the SSA Board

The SSA Board is to work within the boundaries of the SSA Constitution and By-Laws.

The main aims of the Board are to set the strategic direction of the Association and facilitate and lead the focus, objectives and identified goals of SSA.

The SSA Constitution, Version 6, August 2018, *Section 3 – Management, Rule 15 – Organisation Structure – Board* sets out the functions and structure of the Board.

All Board members are accountable to the membership of the SSA and can serve for more than one term of office.

Purpose of the Board's Role

- Support the Chair as the principle leader of the SSA and in their overall responsibility for the SSA organisation.
- To work together in a collaborative manner for the betterment of softball as our sport of choice, and Southland Softball Association as an entity.

Responsible To

- SSA Board Chair in the first instance.
- Membership of the SSA.

Responsibilities and Duties

- Attend meetings of the SSA Board including planning days, Annual General Meeting and Special General Meetings.
- Work, discuss and deliberate in a positive and constructive manner.
- When deliberating and/or voting on a topic, be prepared to take an overall and holistic approach, working for the betterment of the whole of Southland Softball Association.
- Represent the SSA at local, regional, and national levels as required.
- Uphold and actively demonstrate Softball NZ and SSA Board's Zero Tolerance policy on abuse.
- Attend if appropriate, or deputise if required, meetings, reviews or workshops.
- Represent SSA at all ceremonial and official events as required.
- Ensure that the Board's major involvement is with the intended long term achievements of the SSA.
- Elect a Chair and Deputy Chair at the first meeting of the Board after the AGM.
- Review and analyse reports to the Board meetings, ensuring accuracy and authenticity.

- Review and analyse representative team information – appointment of team management, approval of representative team players, appointment of mentors and/or selectors, post-tournament review information
- Attend Discipline Committee or Protest Committee hearings as delegated.
- Maintain the SSA branding and ensure there are no deviations from approved branding.
- Attend and engage with the annual review process through the planning day.

Desirable Attributes

- Communicate openly and effectively.
- Understand the role of governance in a non-profit environment.
- Remain neutral and objective.
- Can balance moving the Association to encompass business-style activities while retaining the Association's core values.
- Are, or can become, well informed of all organisation activities.
- Awareness of the future directions and plans of members and SSA as an Association and Regional Sporting Organisation.
- A good working knowledge of the Constitution, rules and the duties of all office holders and any sub-committees.
- Supportive leadership for all of the organisations' members.

Note: SSA is in a re-development phase for a purpose-built new facility and building is expected to start during mid to late 2019. The SSA Board has overall responsibility for the redevelopment, with a Facility Redevelopment Committee delegated tasks and responsibilities.