

ESSENDON BASEBALL CLUB INCORPORATED

By Law No. 1

Committee and Sub-Committee Structure

To be read in conjunction with the Club's Rules

1. Executive Committee

President
Vice President
Secretary
Treasurer
Baseball Operations Manager

Meeting frequency: as required.

2. Management Committee

- (1) The Management Committee consists of the Executive Committee plus a minimum of four and a maximum of nine others.
- (2) All members of the Management Committee must either be an office bearer or hold at least one club position.

Meeting frequency: monthly or as required.

3. Other Club Positions (as required)

Club Coach
Facility Manager
Finance Manager
Director of Coaching
Junior Co-Ordinator
Junior Secretary
Senior Men's Program Representative
Women's Program Representative
Registrar
Communications Manager
Sponsorship and Grants Manager
Social Manager
Safety and Integrity Manager
Clubhouse Manager
Equipment Manager
Ground Manager
Canteen Manager
EFCSC Liaison

4. Sub-Committees (appointed as required)

(a) Team Coaching Selection Committee

Purpose: Interview all team coaching applicants and make recommendations to the management committee in accordance with Essendon Baseball Club Policy.

Sub-Committee consists of:

President (or their representative)
Baseball Operations Manager
Junior Co-Ordinator

Meeting frequency: Prior to the season beginning, preferably before Registration Day.

- (b) Club Coach Selection Committee
Purpose: Liaise with coaches and others closely associated with prospective candidates to develop a shortlist of candidates for the position.
Interview all willing candidates and make a recommendation to the Management Committee
Sub-Committee consists of:
President (or their representative)
Two others appointed by the Management Committee
Meeting frequency: Prior to the season beginning.
- (c) Policy Review Sub-Committee
Purpose: Develop, implement and review all club policies and present to Management Committee for review/ratification
Sub-Committee consists of:
President (or their Representative)
Secretary
Baseball Operations Manager or Club Coach
Meeting frequency: As required
- (d) Grounds/Equipment Committee
Purpose: Appoint a team to co-ordinate, Maintenance, ground equipment, line marking, mowing, weeding, working bees, set-up and shutdown.
Sub-Committee consists of:
Facilities Manager
Equipment Manager
Grounds Manager
Two others appointed by the Management Committee
Meeting frequency: Prior to the season beginning, and then as required
- (e) Registration Day Sub-Committee
Purpose: Organise Registration Day
Sub-Committee consists of:
Secretary
Treasurer
Registrar
Junior Co-Ordinator
Junior Secretary
Any other interested parties
Meeting frequency: At the conclusion of each season, as required.
- (f) Presentation Day Sub-Committee
Purpose: Organise Presentation Day including the selection and engraving of all trophies
Consists of:
President (or their Representative)
Secretary
Social Manager
Any other interested parties
Meeting frequency: Six weeks prior to the end of the season, as required.
- (g) Fundraising Sub-Committee
Purpose: Organise Fundraising Events for members of Essendon Baseball Club
Consists of:
President (or their Representative)

Secretary

Any other interested parties

Meeting frequency: Monthly from the beginning of the season, as required.

(h) Junior program Sub-Committee

Purpose: Manage the day-to-day operation of the Essendon Baseball Club Junior Program

Consists of:

Baseball Operations Manager

Junior Co-Ordinator

Junior Secretary

Any other interested parties

Meeting frequency: Monthly from the beginning of the season, as required.

Note:

All other portfolios are encouraged to form subcommittees where appropriate to spread the workload.

All subcommittees are required to report to the Management Committee.

Eg. Grounds Management (Line marking, surface management, weeding, dugouts, set-up, pack up, mounds, etc.)