WILMOT SOFTBALL ASSOCIATION
Job Description
Chair of Local Leagues

Position Overview:

The Chair of Local Leagues is responsible for organizing of local league play. This includes all teams playing in the league set up by Wilmot softball. This person will coordinate meetings with local associations and coordinate which teams will enter the league for the upcoming season. This person will also coordinate the mid and end of season tournaments for each level.

A person should have a good understanding of Excel and have good computer skills.

Responsibilities – by time line:

Pre-season (Feb/March)

- Responsible for contacting neighboring associations about joining the Wilmot local leagues
- Arrange pre-season meetings to review rules and prepare for upcoming season.
- Determine associations participating
- Determine dates for:
    - Start up
    - Mid season tournament
    - End of season tournament

Pre-season (April)

- Finalize number of teams
- Determine number of games to be played
- Liaise with Chair of scheduling to determine and draft a season schedule.
- Determine divisional conveners

During the Season:

- Responsible for answering any questions throughout the season regarding rules of play, schedules, etc.

Post Season:

- Arrange league meeting to review past season concerns, review rules and address any other concerns that may need addressing.

Monthly Meetings:

Attend monthly WSA Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas.

Skills/Abilities

- Computer skills
- Knowledge of excel and word
- Good written and verbal communication skills.
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