

Wilmot Softball Association
Volunteer Succession Path



Position	Responsibility	Minimum Terms	Maximum Terms	Recommended By	Recommended To
Volunteers	<ul style="list-style-type: none"> Involved occasionally with tournaments, special events, rules, player development, and/or Committee Work 	None	None	<ul style="list-style-type: none"> Self, or Any Association Member 	<ul style="list-style-type: none"> Association Board of Directors or Executive Committee
Coaches (Grassroots)	<ul style="list-style-type: none"> Responsible for coaching duties of his or her team Provide quality instruction to players Attend an NCCP Clinic in the Community Sport Stream (Learn to Coach or Keep Coaching) 	One Softball Season	None	<ul style="list-style-type: none"> Self, or Any Association Member 	<ul style="list-style-type: none"> Association Board of Directors or Executive Committee
Coaches (Competitive)	<ul style="list-style-type: none"> Responsible for coaching duties of his or her team Provide quality instruction to players Attend an NCCP Clinic in the Competitive Stream (Competition – Introduction, Softball) Travel with teams to out of town games and tournaments 	One Softball Season	None	<ul style="list-style-type: none"> Self, or Any Association Member 	<ul style="list-style-type: none"> Association Board of Directors or Executive Committee
Committee Chairs and Vice Chairs	<ul style="list-style-type: none"> Defined role leading an Association Committee Responsible for overseeing the work of their Committee 	Two -Year Term	None	<ul style="list-style-type: none"> Self, or Any Committee Member, or Any Association Member 	<ul style="list-style-type: none"> Association Board of Directors or Executive Committee
Directors at large / Board Members	<ul style="list-style-type: none"> Serve on the Association’s Board of Directors Fiduciary responsibility Strategic direction Policy governance 	One-Year Term	10 consecutive years as a Director	<ul style="list-style-type: none"> Self, or Any Association Member until one week prior to AGM 	<ul style="list-style-type: none"> Association Membership at AGM

Position	Responsibility	Minimum Terms	Maximum Terms	Recommended By	Recommended To
Administrative Clerk	<ul style="list-style-type: none"> • Same as those of a Director • Maintain meeting minutes • Ensure that Directors receive appropriate background information in advance of meetings 	Two -Year Term	Four years per position, with option to extend one year	<ul style="list-style-type: none"> • Self, or • Any Association Member until one week prior to AGM 	<ul style="list-style-type: none"> • Association Membership at AGM
Treasurer	<ul style="list-style-type: none"> • Same as those of a Director • Serves as the financial officer of the Association • Manages finances of the Association • Works with President and Committee Chairs to ensure programs are within their budgets 	Two-Year Term	Four years per position, with option to extend one year	<ul style="list-style-type: none"> • Self, or • Any Association Member until one week prior to AGM 	<ul style="list-style-type: none"> • Association Membership at AGM
Vice-President (or Vice-Chairman)	<ul style="list-style-type: none"> • Same as those of a Director • To preside over meetings in the President's absence 	Two -Year Term	Four years per position, with option to extend one year	<ul style="list-style-type: none"> • Self, or • Any Association Member until one week prior to AGM 	<ul style="list-style-type: none"> • Association Membership at AGM
President (or Chairman)	<ul style="list-style-type: none"> • Same as those of a Director • Works with other directors to create agenda for Board Meetings • Ensures the Board of Directors follows the Association's by-laws and constitution • Chairs Board of Directors meetings 	Two-Year Term	Four years per position, with option to extend one year	<ul style="list-style-type: none"> • Self, or • Any Association Member until one week prior to AGM 	<ul style="list-style-type: none"> • Association Membership at AGM

Note:

This chart shows a logical progression from an entry-level volunteer role to more senior volunteer positions with the Board of Directors (or Executive Committee) of the Softball Association. It is not essential that every volunteer move through this pathway, but experience at previous levels will be of distinct benefit in the next level. Relevant experience may also have come from occupational or other volunteer endeavours.

References:

2010 Legacies Now. Risk Management Guide for Community Sport Organizations. Vancouver, BC: 2010 Legacies Now, 2010. Fletcher, Kathleen. The Policy Sampler: A Resource for Nonprofit Boards. Washington, DC: National Centre for Nonprofit Boards, 2000.