

Vice President/Field Allocation

Position Type: Volunteer

Reports to: Board of Directors, Lacombe Minor Softball Association (LMSA)

Job Description:

The Vice President of the Lacombe Minor Softball Association (LMSA) is a senior leadership role, supporting the President in overseeing the association's strategic direction and daily operations. The Vice President also takes on specific responsibilities for managing field allocations and coordinating field scheduling to ensure fair and efficient utilization for practices, games, tournaments, and special events. In this capacity, the Vice President works closely with coaches, municipal authorities, and other stakeholders to maintain optimal field conditions and a smooth schedule for LMSA's activities

Key Responsibilities:

Support to the President

- Assist the President in overseeing LMSA's operations and ensuring successful execution of programs and events.
- Serve as an advisor and sounding board for the President on initiatives and decisions.
- Step into the President's role during absences or as requested, including presiding over board meetings and representing the association at events.

Governance & Strategic Planning

- Collaborate with the President and Board of Directors to develop and implement LMSA's strategic goals in alignment with the association's mission and objectives.
- Lead specific initiatives or projects as assigned by the President or the Board, ensuring timely and effective execution.
- Participate in policy and bylaw development to ensure effective governance of LMSA.

Committee and Operational Oversight

- Serve as a liaison between the Board and committees, providing guidance to align committee work with LMSA's goals.
- Oversee logistical and operational aspects of LMSA's events, including field scheduling and maintenance coordination.
- Maintain strong partnerships with external stakeholders, such as sponsors, community partners, and local government.

Field Scheduling and Allocation

- Manage all field bookings for practices, games, tournaments, and special events.
- Collaborate with coaches and teams to ensure fair and equitable field allocations.
- Secure field permits from municipal departments and maintain a regularly updated field usage schedule.
- Act as the main contact for field-related inquiries, scheduling conflicts, weather-related cancellations, and maintenance issues.
- Coordinate with maintenance teams and municipal staff to ensure fields are safe, marked, and prepared for play.

Conflict Resolution & Member Support

- Assist in resolving conflicts within the association and serve as a mediator for field scheduling disputes.
- Develop contingency plans for field usage in case of cancellations due to weather or field conditions.
- Provide guidance and support for board members, coaches, players, and parents, ensuring issues are handled fairly and in line with LMSA policies.

Authority:

- Authorized to act on behalf of the President when necessary, including decision-making on operations, governance, and field allocation matters.
- Has the authority to manage field schedules, resolve scheduling conflicts, and communicate directly with city/municipal officials and maintenance crews.

Commitment:

- Attend all board meetings, general meetings, and key LMSA events.
- Be available for field-related inquiries, especially during the softball season, including some evenings and weekends.

Term:

This position runs for a two-year term, with the possibility of reappointment by the Board of Directors.