



BASEBALL
QUEENSLAND

CHIEF EXECUTIVE OFFICER – POSITION DESCRIPTION

About Baseball Queensland

Baseball Queensland is the peak body for the administration of the sport of baseball in Queensland. We are an independent not-for-profit organisation, representing Queensland baseball organisations and their respective affiliates.

Baseball Queensland plays a key role in strengthening our members and supporting capacity building, performance and recognition of member organisations, their affiliates and individuals. This is done through a range of competitions, events, activities and game and player development programs.

Through its membership Baseball Queensland represents over 30 clubs and associations and approximately 4,000 players, participants, workers and volunteers.

Mission - To lead Queensland baseball in building connected, healthy and active communities within and through the sport of baseball.

Vision - To support clubs and regions in the promotion and growth of baseball in Queensland through coach and player development, capacity building of volunteers, and enhancement of club infrastructure. To develop our high-performance athletes so that they can maximise their opportunities in our sport and further strengthen our sport nationally and internationally.

Purpose - Baseball Queensland exists to support its Members and promote, strengthen and advocate for the sector so more people and communities in Queensland enjoy the significant benefits sport and active recreation provides.

Strategy

Baseball Queensland's strategy is built on four pillars; Grow our People, our Game, our Brand and our Business.

Chief Executive Officer

The Chief Executive Officer (CEO) is accountable to the Board of Baseball Queensland and will:

- lead the strategic direction of Baseball Queensland and be responsible for the delivery of services to members.
- be responsible for advancing the interests of Baseball Queensland throughout Queensland.
- be responsible for overseeing the day-to-day management of the organisation and accountable for driving and delivering commercial and strategic priorities set by the Board.
- be a dynamic and motivated leader, with the ability to engage and develop lasting, positive relationships with a diverse range of member organisations and other key stakeholders.
- have commercial and business acumen to identify and capitalise on opportunities, finding innovative solutions and thinking “outside the square”.
- be able to manage a member-based organisation and work with volunteers.
- have the skill to navigate complex issues prioritising, managing and delivering outcomes that fulfil the commercial and strategic priorities of Baseball Queensland and have experience in working with State Ministers and state departments.





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Key Responsibilities

The CEO will be expected to lead and oversee the delivery of the following key areas:

GOVERNANCE

- Direct, and be fully responsible for the continual development and improvement of all operations of the organisation in accordance with the authority delegated by the Board of Directors including membership, external stakeholder management, finance and budgeting, public relations and marketing.
- Provide timely advice and policy recommendations relating to management, performance and finances.
- Ensure and be responsible for overall budget management, compliance requirements including risk management, and future development and growth of the business.
- In conjunction with the Board, develop and implement a relevant and realistic strategic plan covering all aspects of business operations and strategic pillars.
- Develop an annual business plan consistent with the Baseball Queensland's Strategic Plan.
- Attend all Board meetings as an ex-officio member of the Board without voting rights.
- Build relationships with all members across Queensland and ensure open and transparent communication is regularly provided to all members.
- Play a lead advocacy role in representing Baseball Queensland in developing and maintaining sound working relationships with Baseball Australia, Queensland Sport and Recreation and other government and non-government agencies.
- Market and monitor the Membership of baseball, to increase member numbers and their overall interaction with Baseball Queensland.
- Manage the delivery of Baseball Queensland annual programs of events and forums.
- Manage the delivery of all education programs and represent at key industry educational bodies such as Sport & Recreation Industry Advisory Committee.
- Provide support to member organisations as requested by them i.e. governance assistance, member protection matters, interpretation of new legislation etc.
- Pursue, support and promote diversity, inclusiveness and gender equality within the organisation and throughout the baseball sporting community throughout Queensland.
- Schedule regular Board meetings, prepare agendas and approve management reports
- Implement Board policies and determinations
- Conduct regular strategic/operational planning and review sessions
- Maintain up to date and relevant policy and procedures manual
- Manage the Annual General Meeting arrangement including preparation of the Annual Report and coordinate Director elections each year.
- Other duties as requested by the Board of Baseball Queensland.

FINANCIAL MANAGEMENT

- Oversee the financial management of the organisation including effective monitoring of income and expenditure against budget, and the preparation of annual budgets
- Identify and develop opportunities for new revenue streams
- Monitor, account and report for expenditure against government funding
- Maintain financial systems that result in a satisfactory annual audit process





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- Meet all legal and statutory obligations
- Ensure all Baseball Queensland programs are conducted, completed and acquitted in line with funding requirements.
- Manage the business of Baseball Queensland in a way that ensures its on-going financial sustainability, including the development of new income streams i.e. sponsorship and services to members.

BUSINESS OPERATIONS

- Manage the planning, organisation and implementation of all operations directly controlled by Baseball Queensland
- Manage all aspects of staff resources, including performance reviews, contract negotiations, recruitment and professional development
- Oversee and monitor the implementation of operational plans relating to the achievement of each Strategic Plan key area.
- Oversight of the management of Bannister Park, lease and user agreement.

Key Performance Measures

- Achieving budgeted financial and operational outcomes.
- Increasing membership and participation across all program areas and expanding the reach of Baseball Queensland across the State.
- Maintaining the perception of Baseball Queensland as delivering tangible benefits to its members, and as a financially sound, well run and respected organisation.
- Maintaining strong relationships with State Government and key stakeholders.
- Achieving new and innovative revenue streams and increased corporate partnerships.
- Improve communication to our members on a continuous basis.
- Establish key resources to assist our member Clubs to continue to develop their coaches, their Committee and their Club infrastructure.
- Manage the high-performance aspect of our sport and continue to improve the number and quality of our elite athletes through properly resourced player improvement programs.
- Support Board sub-committees as and where required.

Key Relationships

Internal:

- The Commissioner and Board of Baseball Queensland
- Employees
- Member organisations

External:

- Officers of the Department of Sport and Recreation and the ministerial office
- Corporate Partners
- Baseball Australia
- Queensland Umpires Association
- Queensland Scorers





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Personal and Behavioural Attributes:

- Creative, with an ability to encourage innovation and to champion new initiatives.
- A keen sense of a member as the primary customer, and an unwavering commitment to provide meaningful, targeted and relevant services.
- Ability to think strategically, analyse problems and issues, respond creatively and translate/ implement strategy into results.
- Possess the intellect, cultural competency and flexibility to work effectively in a collaborative, values-driven and energetic team.
- Numerate, with attention to detail.
- Energetic (mentally and physically), enthusiastic and driven.
- High level of personal and professional integrity.

Location

This position is located at the Baseball Queensland Office at Sportshouse, 150 Caxton St, Milton, Queensland 4064. Travel throughout Brisbane and Queensland may be required from time to time.

Hours of Work

While it is envisaged that this role will be five days per week, consideration will be given to a flexible working arrangement. There may be some weekend work and extended hours required at various times.

Remuneration Guide

A market competitive remuneration package will be available to the successful candidate, negotiable and dependent upon skill level and experience.

