



✉ baseball.jason@sportmanitoba.ca
🌐 www.baseballmanitoba.ca
📍 145 Pacific Ave, Winnipeg, MB

BASEBALL MANITOBA - OPERATIONS MANAGER POSITION DESCRIPTION

Reporting directly to the Executive Director, the Operations Manager will:

- Provide a key link from the Management Committee to the member affiliates of the Association and the general public
- Provide administrative support to the strategic direction of the Association
- Provide sound and complete record-keeping procedures, and maintain the financial records of the Association in a complete and organized manner
- Provide event management support and direction to the special and annual events of the Association

Responsibilities include:

- Management of financial systems (accounts receivable/payable, bank reconciliations, bank deposits/investments, cheques)
- Management of membership tracking system
- Management of all office-related business (rent, IT, office supplies, etc.)
- Recording secretary of all Management Committee meetings, AGM and SGM
- Maintenance and production of documentation available to membership (including, but not limited to – Calendar of Events, Handbook, Policy Manual)
- Support the yearly review of hosting guides, checklists, and stipends 2. Communications & Technology
- Assist in producing the Baseball Manitoba Policy Manual
- Maintenance of file system (manual and computer)
- Assist in the ongoing strategic and business planning of the Association
- Assist with the delivery of the Umpire Clinic Program
- Assist with the delivery of the Rally Cap Program
- Assist with the delivery of Championships
- Participate regularly in staff meetings, events, and training opportunities
- Other administrative duties as assigned

Duties:

Baseball Manitoba Public Image/Member Satisfaction

- Respond in an effective and timely manner to requests for assistance related to Baseball Manitoba
- Respond to requests for information related to Baseball Manitoba

Executive Committee

- Preparation of agendas for management committee meetings
- Recording and issuing of management committee meeting minutes



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- Coordinate Management and committee meetings, contacting members, distribution of pre-meeting materials and management of facilities and amenities.
- To recommend and implement to the Executive Director and Management Committee Members new initiatives to improve the effectiveness of Baseball Manitoba.

Financial Accounting and Record-Keeping

- Responsible for accounts payable and receivable, and invoicing.
- Collection, receipts and processing of all monies.
- Assist in the creation and implementation of the annual budget.
- Preparation of all cheques, e-transfers and expenditures of the Association.
- Preparation of monthly bank reconciliation.
- Preparation of monthly financial statements for Management Committee Meetings

Clerical Duties and Correspondence

- Preparation of daily correspondence, draft and final reports, minutes of meetings, invoices, etc.
- Maintenance of a basic file system, both manually and digitally, including mailing lists
- Ordering of office supplies and recommending stationery and shipping budget
- Maintenance of up-to-date player, coach, and umpire membership records along with coach, umpire, and player clinic schedules.
- Responsible for the maintenance and delivery of the Association's Annual Handbook.
- Assist in the maintenance and updating of the MBA Website.
- Maintenance of resources available to the membership in the Baseball Manitoba Policy Manual.

Program Management

- Oversee and maintain the online registration system for all leagues and clubs.
- In conjunction with the VP of Umpires and the Executive Director, accurate allocation of instructors for umpire clinics. Liaisons with host contacts, and the collection of funds.
- In conjunction with the VP of Coaching and the Program Director, be a liaison with host contacts, and organize the collection of funds for coach clinics.
- Assist with roster verification for the Championship events, including any pickups.
- Coordinate the delivery of the Winnipeg Goldeyes 50-50 raffles to the membership.
- Assist in the delivery of the Winnipeg Goldeyes – Field of Dream Scholarships
- In conjunction with the Executive Director and Program Director, coordinate the Rally Cap and Level 1 and 2 Umpire programs. This includes liaisons with host contacts, distribution of materials, and collection of funds.

Event Management

- Management of specific segments of special events on behalf of the Management Committee. This would involve planning, design, and implementation.