



**GOLDEN GROVE CENTRAL DISTRICTS
BASEBALL CLUB INC.
ABN 67 381 347 618**

PO Box 24, Surrey Downs SA 5126
Clubhouse: Illyarrie Reserve, Surrey Downs SA 5126
www.ggcdbaseball.com.au

Affiliated with the South Australian Baseball League

Notification of the 2024 Annual General Meeting of the Golden Grove Central Districts Baseball Club Incorporated.

Dear member,

This letter serves as notice for the Annual General Meeting (AGM) of the Golden Grove Central Districts Baseball Club Incorporated (GGCD).

The club's AGM will be held on Thursday, 13 June 2024 at 7PM at the GGCD clubrooms at Illyarrie Reserve in Surrey Downs.

The AGM agenda will be forwarded prior to the meeting.

The club's structure operates on a 2-year term for director portfolios, with approximately half of the board positions up for election at alternative AGMs.

The club's current directors have terms expiring as per the below for the 2024 and 2025 AGMs as indicated.

Directors with terms expiring at the 2024 AGM.

- Anne Christensen
- Fay Hart
- Gavin Payne
- Sharee Forrester
- Shaun Evans
- Tess Diplock

Directors with terms expiring at the 2025 AGM.

- Andy Weeks
- Liv Trembath
- Scott Coxhill

As per above, the following directorships are up for election at this year's AGM for the respective term indicated below. (See attachment 1 for descriptions).

- Director of Equipment, House and Grounds (1-year remainder of 2-year term, expiring at 2025 AGM)
- Director of Finance (2-year term, expiring at 2026 AGM)
- Director of In-House Operations (2-year term, expiring at 2026 AGM)
- Director of Senior Baseball Operations (2-year term, expiring at 2026 AGM)

- Director of Sponsorship and Grants (2-year term, expiring at 2026 AGM)
- Director of Women's Baseball Operations (2-year term, expiring at 2026 AGM)

Nominations for Directorships must be in writing to secretary@ggcdbaseball.com.au at least 21 Days before the club's AGM by 23 May 2024. Nominations will be accepted on the night if no nominations are received in writing by the due date as above.

The following active directors have indicated intention to nominate for the indicated portfolios at the 2024 AGM:

- Fay Hart for Director of Women's Baseball Operations
- Gavin Payne for Director of Equipment, House and Grounds
- Shaun Evans for Director of Senior Baseball Operations
- Sharee Forrester for Director of Finance

The club's Chairperson for the 2024-25 season will be appointed by the elected board at a future meeting after the AGM is held.

Considerations for Life Membership may also be presented to the membership on the night.

On behalf of the Board of the Golden Grove Central Districts Baseball Club,

Scott Coxhill
Director of Administration
Golden Grove Central Districts Baseball Club Incorporated

Attachment 1 - Role Descriptions of Club Directors

PORTFOLIO DIRECTOR OF FINANCE

Attend Board and General Meetings.

Administering and organising of the:

Treasurer

- Receive club monies and issue receipts
- Keeping books with all finances of the club
- Pay accounts as directed by the Board
- Submit finance reports to the Board and General Meetings
- Maintain assets register

Registrar

- Arrange player registration and clearances
- Maintain player register
- Pursue player payments

Uniform co-ordinator

- Manage club uniform requirements
- Liaise with the Director of Finance for the purchase of uniform stock
- Issue uniform tops to youth players and maintain uniform register
- Ensure return of tops at the end of season
- Prepare report for Director of Finance for Board Meeting as required

PORTFOLIO DIRECTOR OF ADMINISTRATION

Attend Board and General Meetings

Administering and organising of the:

Secretary

- Record minutes of meetings
- Handle correspondence and carry the directions of the Board
- Co-ordinate Board Meetings
- Co-ordinate newsletters and E-News
- Submit reports to Board Meetings and collate Annual Report for AGM
- Carry out secretarial duties as directed by the Board

Scorer's Delegate

- Arrange scorer's delegate

Child Protection Officer

- Arrange child protection officer

Web Co-ordinator

- Responsible for the club's website
- Liaise with Director of Administration for content to included

PORTFOLIO DIRECTOR OF EQUIPMENT, HOUSE & GROUNDS

Attend Board and General Meetings

Administering and organising of the:

Equipment Co-ordinator

- Purchase and issue equipment
- Maintain and store all club equipment
- Record all equipment in the asset register
- Submit report to Director of Equipment, House & Grounds on any equipment required

- Submit report to Director of Equipment, House & Grounds for Board meetings when required

House & Grounds Co-ordinator

- Organise and manage ground maintenance
- Report to Director of Equipment, House & Grounds for any equipment requirements
- Record all maintenance and ground equipment in the asset register

Submit report to Director of Equipment, House & Grounds for Board meetings when required

PORTFOLIO DIRECTOR OF IN-HOUSE OPERATIONS

Attend Board and General Meetings

Administering and organising of the:

Canteen Co-ordinator

- To provide canteen services to the club
- Develop a canteen roster (if required)
- Ordering and purchasing all canteen supplies
- Submit reports and financial statements to Director of In-House Operations for Board Meetings when required
- Record all canteen equipment in asset register.

Bar Co-ordinator

- To provide bar services to the club
- Develop a bar roster (if required)
- Ordering and purchasing all bar supplies
- Submit reports and financial statements to Director of In-House Operations for Board meeting when required.
- Liaise with Social Co-ordinator re bar facilities for social functions
- Record all bar equipment in asset register

PORTFOLIO DIRECTOR OF SPONSORSHIP AND GRANTS

Attend Board and General Meetings

Administering & Organising of the:

Sponsorship Co-ordinator

- To organise and co-ordinate Club sponsorship, Publicity and Promotions in conjunction with the Director of Sponsorship and Grants
- Maintain club sponsorship proposal for submission to prospective sponsors
- Prepare report to the Director of Sponsorship and Grants for Board meetings as necessary

Grants Co-ordinator

- Lodge grant applications on behalf of the club in conjunction with the Director of Sponsorship and Grants
- To research 'end' use of grants and exhaust each successful grant
- Maintain and upgrade the Club's Star status as required
- Prepare report to Director of Sponsorship and Grants for Board Meeting when required

PORTFOLIO DIRECTOR OF FUNDRAISING AND SOCIAL

Attend Board and General Meetings

Administering and Organising of the:

Fundraising Co-ordinator

- To organise and co-ordinate fundraising events
- Liaise with Sponsorship and Social Co-ordinators in developing events
- Prepare report for the Director of Fundraising and Social for Board meetings when required

Social Co-ordinator

- Develop and co-ordinate a calendar of social events throughout the year
- Liaise with Sponsorship & Fundraising Co-ordinators in developing events
- Prepare report for the Director of Fundraising & Social for Board meetings when required

PORTFOLIO DIRECTOR OF SENIOR BASEBALL OPERATIONS

Attend Board, Operations and General Meetings

Administering and organising of the:

Senior Baseball Operations Manager

- attend all SA Baseball operations & Umpire meetings
- provide reports to the board as required
- Assist with coach recruitment for all teams
- Liaise with Division 1 squad coach to format policy and report to Board
- Liaise with Youth Co-ordinator to format policy and report to Board
- Chairperson of selection
- assist as required any youth or senior coach
- Arrange Intra-club Operations Manager responsible for "off" SABL season operations.

Division 1 Squad Coach

- co-ordinate division 1 squad training and pre- season training program
- liaise with Baseball Operations Manager for Division 1 Squad selection
- Liaise with Baseball Operations Manager & Youth Co-ordinator to develop training strategies for youth players
- provide report to the Director of Baseball Operations for Board Meetings as required.

Umpire Co-ordinator

- Facilitate the recruitment and development of umpires across Senior and Junior grades of the club
- Liaise with state body with implementation of accreditation requirements for club umpires
- Ensure rostering of club umpires is sufficient when required by state body

PORTFOLIO DIRECTOR OF JUNIOR BASEBALL OPERATIONS

Attend Board, Operations and General Meetings

Administration and organising of the:

Youth Co-ordinator

- Liaise with Junior Baseball Operations Director in the recruitment of youth coaches
- Attend BaseballSA Youth Delegate Meetings
- Liaise with Senior Baseball Operations Manager & Division 1 Squad Coach to develop training strategies for youth players
- *Liaise with Women's Baseball Manager to*
- Submit progress reports to Junior Baseball Operations Director for Board Meetings when requested

T-Ball Co-ordinator

- Liaise with the Director of Junior Baseball Operations and Youth Co-ordinator to establish an effective T-Ball program
- Facilitate the operations of the club's T-Ball program
- Facilitate the recruitment and development of umpires for the club's T-Ball program
- Submit progress reports to the Junior Baseball Operations Director for Board Meetings when requested

PORTFOLIO DIRECTOR OF WOMEN'S BASEBALL OPERATIONS

Attend Board, Operations and General Meetings

Administration and organising of the:

Women's Baseball Manager

- Attend any BaseballSA Operations and Umpire Meetings
- Provide reports to the Board as required
- Assist with the recruitment of coaches for the Women's Baseball program
- Liaise with the Women's Division squad coach to format policy and report to Board
- Liaise with Youth Co-ordinator and Junior Baseball Operations Director to format Women's pathway development and report to Board
- Chairperson of selection for women's baseball program
- Assist as required any youth or senior coach