

Secretary

Keep the league organised, connected and on track.

The Secretary coordinates the Association's administration and maintains clear, reliable records. The role works closely with the President and fellow committee members.

Core responsibilities

- Prepare meeting notices and agendas for committee and general meetings, including the AGM.
- Take and maintain minutes, resolutions and records of attendance.
- Maintain association records and registers, including member and committee registers.
- Coordinate general correspondence, league email enquiries and authorised communications to members and captains.
- Support membership administration and applications with the committee.
- Keep records organised in Association systems, with appropriate access and confidentiality.

Other work may be shared

Depending on agreed responsibilities and capacity, the Secretary may also support the season draw, team lists, awards records, field bookings or scheduling. These tasks should be allocated clearly across the committee.

What would help you thrive?

Strong organisation, attention to detail, clear written communication, dependability and confidence using shared documents and email. Good judgement and discretion are essential.

Support and commitment

A handover and support will be provided. Allow time for regular committee meetings, correspondence, recordkeeping and agreed tasks between meetings, with busier periods around key season milestones and the AGM.

Social Officer

Bring Outfielders together beyond the diamond.

The Social Officer helps create the social side of the league, building friendships and a welcoming community through well-organised events and activities.

Core responsibilities

- Plan and coordinate league social events and gatherings.
- Help organise the Christmas party and other opportunities for members to connect.
- Coordinate the event arrangements for the AGM and awards, including venue, catering and awards logistics.
- Support the league's involvement in community events such as Fair Day.
- Help organise social softball days and off-season activities.
- Work with the Publicity and Marketing Officer to promote activities to members.
- Coordinate volunteers, venues and suppliers, working within agreed budgets and committee approvals.

What would help you thrive?

Enthusiasm, creativity, strong interpersonal skills and the ability to turn ideas into practical plans. Organisation and reliable follow-through matter as much as having a great event idea.

Working together

The Social Officer works with the rest of the committee and other volunteers. Projects involving a separate subcommittee, including Mardi Gras, should have clear responsibilities and coordination rather than falling to one person.

Support and commitment

A handover and support will be provided. Allow time for regular committee meetings, planning and communication between meetings, and attendance at agreed events. The workload varies, with additional time needed in the lead-up to events.

Ordinary Committee Member

A full committee voice, with room to bring your strengths.

Ordinary Committee Members contribute to decisions and take ownership of agreed work that helps the league run smoothly. This is a full committee position with voting responsibilities.

Core responsibilities

- Attend committee meetings, read relevant papers and contribute constructively to discussions and decisions.
- Take responsibility for agreed projects and tasks, reporting progress and meeting deadlines.
- Support league operations, events and community activities.
- Work collaboratively with office-bearers and fellow committee members.
- Help communicate agreed updates and identify opportunities to improve the member experience.

Possible areas of contribution

Equipment, sponsorship and partnerships, event delivery, recruitment, community engagement or other agreed portfolios. Responsibilities are assigned according to the committee's needs and the member's skills and capacity. Safety duties apply only where specifically assigned.

Expectations for all three roles

These are volunteer positions. All committee members are expected to act in the interests of the Association, support inclusion, protect confidential information, declare conflicts, communicate respectfully and follow agreed processes. Regular meetings and work between meetings are part of the commitment, including outside the playing season. Previous committee experience is not essential.

How to express interest

Email info@sydneyoutfielders.org.au with the subject **Committee EOI - [role]**. Tell us which role interests you, why you would like to contribute, relevant skills or ideas, and your availability. A short email is fine. Questions are welcome.

EOIs close 11:59 pm AEDT, Friday 6 November 2026. Appointments are considered on suitability, availability and Association needs. An EOI does not guarantee appointment; a role may remain open if a suitable appointment cannot be made. Committee appointment decisions are final, subject to the Constitution. Mid-term appointees hold office until the next AGM, unless they earlier vacate office.