BC Amateur Baseball Association
310 – 15225 104th Avenue, Surrey, BC, V3R 6Y8.

JOB POSTING

Position: Chief Executive Officer

Reports to: Baseball BC Board of Directors

Date: September 8, 2026

Closes: **October 15th, 2026**

Please forward your resume to: davidlaing@baseball.bc.ca

General Accountability:

The Chief Executive Officer (CEO) of the B.C. Amateur Baseball Association (Baseball BC) reports to the Board of Directors and has overall managerial responsibility for the organization. The CEO provides staff with leadership and direction to ensure that the promotion and delivery of programs align with the vision, mission, and values of the organization. The CEO is accountable for directing the affairs of the organization in conformity with relevant legislation, the Constitution and By-Laws of the Association, as well as the policies and directions of the Board of Directors.

Key Accountabilities:

1. With the Board of Directors, sets the vision and strategic plan of the organization. Executes the strategic plan. Recommend policy and operational changes to the Board for approval. Seeks guidance from the Board on all significant matters related to the organization.
2. Attends meetings of the Board of Directors and participates in all committees in order to provide reliable information and sound advice. Reports regularly on the operations of the organization, highlighting any significant issues that have arisen or seem likely to arise.
3. Establishes and maintains effective working relationships with leaders of member organizations, industry associations, sports councils, and others to promote partnership and to support the achievement of the organization's mandate. Facilitate effective working relationships between members.
4. Promotes and enhances the credibility and image of Baseball BC by communicating the mission, vision, and values to internal and external audiences. Promotes a strong spirit of sportsmanship, citizenship, integrity, and tolerance. Builds confidence with members and other stakeholders in the reliability of the organization.
5. Leads and supports staff in the promotion and coordination of programs which assist in the development of member associations' coaches, officials, volunteers, and athletes.
6. Creates and manages the budget. Monitors the activities of the organization to ensure sustainable financial management. Ensures that an internal and external audit function is established and that reviews of the organization's activities are conducted to ensure proper use of resources. Sources and applies for any and all funding opportunities. Reports on use of funds through the finance committee.
7. Directs human resources activities. Approves human resource plans, the structure of the organization, staffing activities, the development of HR policies and processes, compensation plans, and the establishment and maintenance of appropriate succession plans.
8. In conjunction with the Board, advises and instructs legal counsel for Baseball BC. Oversee discipline and appeals processes. Ensures that the organization adheres to its statutory responsibilities under

the governing Acts, by-laws, and all other applicable statutes.

Description:

Baseball BC (the B.C. Amateur Baseball Association) is the recognized Provincial Sport Organization for amateur baseball in the province of British Columbia. It is a unified and democratic organization which represents and supports all systems of baseball.

The organization's mandate includes the provision of coach and athlete development programs designed to improve the quality of the provincial delivery system. Through its programs and leadership, Baseball BC, in cooperation with its affiliates, supports the development of baseball and the aspirations of its members by offering opportunities and setting procedures, standards and policies.

The CEO of Baseball BC is responsible for delivering on Baseball BC's vision and mission. As such, the incumbent is challenged with keeping abreast of developments and emerging issues affecting baseball in BC. The CEO is accountable for executing Baseball BC's strategic plan and is supported by the Board in re-evaluating and revising the organization's long-term strategic direction.

The CEO is required to inform the Board and its various committees about the activities of the organization and its progress on implementing the strategic plan. The CEO does so by providing periodic reports on the operations of the organization, their results, and any significant issues that require attention. The Board generally has 15 volunteer Directors who can serve multiple one-year terms. The CEO attends to Board management and liaison in the face of ongoing Board turnover.

The CEO leads a team of staff to carry out operations in programming, member services, events, media coordination, fundraising, etc. Reporting directly to the CEO are five full-time employees and one contract: Director, Operations; Director, High Performance & Special Projects; Social Media Coordinator, Grass Roots Coordinator, an Administrative Coordinator/Bookkeeper, and a 50/50 Manager (contract). The CEO oversees all the programs from a strategic and financial level.

The CEO fosters a high degree of employee performance, satisfaction, and commitment to the operational mandate of the organization. The incumbent maintains an efficient, cost-effective operation by attracting, retaining, developing, and coaching high-quality human resources, and by ensuring appropriate resources to meet priorities. The incumbent is expected to support staff in the delivery of their programs and become involved in any situations that require CEO-level support.

The CEO ensures that the organization adheres to its statutory responsibilities under the governing Acts, by-laws, and all other applicable statutes. The CEO is responsible for all human resources activities. As such, the CEO must be knowledgeable in the appropriate legislation pertaining to labour, human rights, and occupational health and safety, and the CEO must ensure that effective management practices are in place and being followed. The incumbent must keep policies up to date, ensure the organization's compliance, identify areas of risk for the organization, and develop plans to mitigate or resolve these risks.

The CEO must create, direct, and manage the organization's financial plan and budget activities. Experience in reviewing and applying for funding grants is therefore key, as this allows the organization to operate. The Finance Committee, chaired by the Treasurer, approves the budget and financial plan as produced by the CEO. The CEO must analyze financial statements and keep abreast of the financial affairs of the organization to make decisions on the feasibility of unexpected program expenses. Additionally, the CEO must establish proper procedures which ensure financial resources are being managed appropriately. This includes having appropriate authorizations of all transactions and the annual internal audit review.

The CEO must network and maintain effective working relationship with leaders of member organizations, industry associations, and others. In addition, the CEO works to increase visibility of Baseball BC with provincial baseball organizations to build trust and transparency, program implementation, and other matters.

The CEO will attract board members, promote integrity and tolerance, encourage teamwork, mediate conflict. listen and provide advice and induce parties with competing interests to find solutions that are appealing to all stakeholders. The CEO demonstrates these leadership skills with funding partners such as ViaSport, Sport BC, and other stakeholders such as Vancouver Canadians, Western Baseball, Baseball Canada, etc.

The CEO must deal with complex problems on a regular basis. If the CEO requires support or a decision to be made, the Board is there for support as well as final decision and approval.

Dimensions:

Annual budget: Approximately $1 Million
Oversees Program delivery:

- High-Performance Team (Male and Female, Provincial Programs, Championship Qualifiers)
- Grassroots Team (Initiation programming, Summer Camps, Baseball 5, Girls Baseball)
- Coach Development Team (NCCP, (Master) Coach Developers, and Evaluators)
- Umpires Liaison
- Safe Sport Team (Risk Management & Discipline)
- Ticket Raffle Team (50/50)
- Social Media Team
- Marketing and Merchandise

Qualifications and Education Requirements:

- Bachelor's degree in Business Administration, Commerce, Sports Management or related field.
- Minimum 10 years management experience.
- Minimum three years of experience in financial management, including budget planning and execution, analyzing financial statements, etc.
- Experience working with a Board of Directors and volunteers.
- English language is required, a second language in French, Mandarin, Cantonese, or Punjabi would be beneficial, but not required.

Knowledge and Technical Skills:

- Comprehensive knowledge of all aspects of the sports industry
- Comprehensive knowledge of organizations such as Gaming British Columbia, Sport BC, ViaSport
- Comprehensive knowledge of by-laws and constitution relating to the general conduct of the affairs of the B.C. Amateur Baseball Association, its governance structure, and the Society Act of British Columbia
- Up-to-date knowledge of relevant provincial regulations and legislation, such as the Employment Standards Act, Occupational Health and Safety Act, etc.
- Demonstrated proficiency in Human Resources Management.
- Knowledge of financial management principles.
- Proficient in Microsoft Office, QuickBooks.

Key Competencies:

- Interpersonal communication skills
- Relationship building
- Impact and influence
- Leadership skills
- Strategic planning
- Teamwork and collaboration
- Problem solving
- Integrity
- Business acumen
- Fundraising skills
- Passion for baseball
- A commitment to the vision and mission of Baseball BC

Direct Reports: Director, Operations (1)
Director, High Performance & Special Projects (1)
Director Partnerships (1)
Director Administration (1)
Social Media Coordinator (1)
Bookkeeper (1)
50/50 Manager (Contract) (1)

Working Conditions:

The CEO works in the office, or remotely from time to time, which requires extensive use of a computer and extensive hours in a sitting position. The CEO must also be able to stand/sit for long hours at the baseball field when required. The CEO will be required to work a standard work week (35-40 hours per week) and will be expected to work non-traditional work hours such as weekends, evenings, and holidays if there is an event occurring in that time frame or if communication is required with volunteers who work outside normal business hours. Local, provincial, and national travel may be required as necessary to attend sanctioned events.

The Baseball BC office is located at 310 – 15225 104th Avenue, Surrey, BC, V3R 6Y8.

Succession Planning:

Currently the CEO position has been held since 2005 by Mr. David Laing. David's plan at this time is to stay as Co-CEO and mentor the successful candidate until Sept 2027 and following that to stay available and act as Baseball BC Ambassador where and when it helps Baseball BC and the CEO.

Remuneration:

Baseball BC is an equal-opportunity employer. The annual salary for this role is $ 75,000 - $ 90,000 depending on qualification and experience. Benefits and/or other incentives may be considered.

Please note, Baseball BC will only notify those candidates that are found to meet these criteria, and we thank all candidates for their time and efforts in these regards.