



DOCUMENT PURPOSE

Basketball Victoria have provided example Committee/Board position descriptions for the officer bearer positions within an association. These should be used as a starting point when developing a position description for your association.

The below example includes detail aimed at providing you as many options that may be relevant to your association. Please alter and brand this document as required.

WHY DO I NEED A POSITION DESCRIPTION?

Position descriptions provide the core features for each member of the Committee/Board. It keeps each member on task and helps with the recruit of new members.

This will provide:

- A clear list of tasks and direction for their role.
- An indication of the time required to complete the tasks required.
- A written commitment to the association.
- A list of essential skills required to complete the position.
- A notation of who the position reports to.

These position descriptions can be adjusted as per the needs of your association to ensure they align with your association's goals and or strategic plan.

COMMITTEE/BOARD ACKNOWLEDGEMENT

Induction is one of the most practical ways of ensuring new Management Committee/Board members understand their role, the workings of the organisation and their relationship with others in and outside of the association. All associations, regardless of their size and purpose, should provide an induction programme for new Committee/Board members. The better your induction, the more effective new members will be! Create a standard induction process for new members and reduce your ongoing training requirements.

Ensure new Committee/Board members acknowledge their position description whether it be documented formally signed off by the Chair/President or as a part of your induction checklist.

NEED SUPPORT?

If you need support implementing these documents into your association please contact your Association Development Officer (ADO).

POSITION DESCRIPTION: ASSOCIATION PRESIDENT

Job Purpose:

The President of the Community Basketball Association serves as the principal leader and representative of the association, responsible for ensuring the association meets its goals and objectives. The President will ensure the association is administered according to the association's constitution and by-laws and completes all legal and compliance obligations.

KEY RESPONSIBILITIES

Governance:

- Ensures the association has clearly defined purpose, vision, and set of values to guide decision-making, association culture, and behaviour.
- Facilitates planning and ensures the association has clearly defined goals and objectives, documented strategies, and implementation plans on how they will be achieved over a set period.
- Works with the Treasurer to implement strong financial controls to protect the cash and assets of the association.
- Ensures the necessary policies and procedures are in place to protect the health and safety of all association participants.
- Works with the Member Protection Officer to ensure all complaints and disputes are immediately investigated and responded to according to association policies and procedures.
- Ensures all association documentation is regularly reviewed and in line with industry standards and the association's strategic direction.
- Act as a signatory for the association in all legal and financial purposes.
- Ensure compliance and legislative obligations are met.

Leadership:

- Provides the principal leadership and responsibility for the association and the committee/board.
- Ensures Directors portfolios are a focus of each Director.
- Acts as a spokesperson for the association when required.
- Regularly liaises with committee/board members, managers, and or volunteers if required to ensure they fulfil their roles and responsibilities.
- Works with the committee/board to ensure progress against strategic priorities by regularly reviewing association activities and operational plans.
- Ensures partnerships with sponsors, funding agencies, local and state government, shared facility users, and organizations that are relevant to the goals of the association. [OBJ]

Meetings, Communication, and Key Relationships:

INSERT ASSOCIATION HEADER

- Manages and chairs all committee/board meetings and the association annual general meeting with efficiency and effectiveness.
- Regularly liaises with sub-committees to ensure they receive assistance and support as and when they need it.
- Ensures all sub-committees are regularly reporting to the committee/board.
- Sets the agenda in conjunction with the association secretary for each committee/board meeting, including the association's annual general meeting.
- Act as a primary spokesperson on all governance and member representation.
- Represent the organisation in discussion with their affiliates and state and local government.

People Management including GM/CEO

- Accountable for all committee/board members and office holders.
- Communicates with GM/CEO on behalf of committee/board.
- Oversees GM/CEO performance, conducts reviews and reports to the association executive with any recommendations for determination by executive.

People Management without paid staff.

- Accountable for all committee/board members and office holders.
- Communicates with sub-committees.
- Oversees performance, conducts reviews of relevant volunteer positions within association and reports to the association executive with any recommendations for determination by executive.

Qualifications and Experience:

- Previous experience in a leadership role in a not-for-profit, volunteer-based organization is preferable.
- Knowledge of the laws and legislation relating to non-profit organizations.

Knowledge and Skills:

- Strong understanding and working knowledge of the association's constitution, rules, by-laws, policies, and procedures.
- Effective communication and interpersonal skills, with particular emphasis on public speaking.
- Strong management skills and ability to delegate and work collaboratively with committee/board members.
- Ability to chair committee/board and executive meetings.
- Well-developed decision-making skills. [OBJ]
- Experience with planning and operations.
- Sound financial management skills.
- Receptive to change.

INSERT ASSOCIATION HEADER

- Dedicated association person and good role model when representing the committee.

Conflict of Interest

Each committee/board member will be required to complete a Conflict-of-Interest Form in compliance with good governance. If at any stage the President becomes aware of a personal conflict of interest (refer to Association Conflict of Interest Policy), real or perceived between themselves and the association, they should immediately notify the association Secretary of the conflict who will add to the register.

POSITION DESCRIPTION: ASSOCIATION VICE-PRESIDENT

Reports to: President

Job Purpose:

The Vice President works closely with and supports the association President and will undertake the President's duties and responsibilities if the President becomes unavailable. The Vice President should work collaboratively with the President to provide leadership and governance to the association and is an ideal position for those considering becoming association Presidents in the future.

KEY RESPONSIBILTIES

Governance

The Vice President will assist the President to ensure the association undertakes its key governance responsibilities, including:

- Defining and documenting the association's culture and behaviours, and ensuring this is communicated to members, players, coaches, supporters, and volunteers.
- Setting clear goals, objectives, and documented strategies with implementation plans on how to achieve them.
- Implementing strong financial controls to protect the cash and assets of the association as well as any volunteers handling money.
- Preparing strong financial reporting and budgets with cash flow projections
- Ensuring compliance with all obligations and the health and safety of all association participants.
- Investigating and responding to all complaints and disputes according to association policies and procedures.
- Regularly reviewing the position descriptions of all association positions, roles, and sub-committees.
- Documenting all activities in operations manuals, policies, and procedures.
- Training and supporting volunteers throughout the year to undertake their roles successfully.

INSERT ASSOCIATION HEADER

Leadership:

The Vice President is expected to:

- Act in the best interest of the members.
- Attend all committee/board meetings.
- Undertake the role in good faith and honesty.
- Communicate effectively.
- Maintain confidentiality on relevant matters.
- Be well-informed of all association activities and able to provide oversight.
- Be aware of the future directions and plans of the association.
- Have a good working knowledge of the rules of the association and the duties of all office holders and sub-committees.
- Be a supportive leader for all members.
- Able to chair committee/board or executive meetings.
- Understand the sporting and competition requirements at local, regional, and higher levels.
- Be unbiased and impartial on all issues.
- Be receptive to change.
- Understand association policies and procedures.

Meetings, Communication, and Key Relationships

In the absence of the President, the Vice President will:

- Chair committee/board meetings.
- Chair the annual general meeting.
- Act as a spokesperson for the association and represent it at locally, regionally, and nationally as required.
- Ensure all responsibilities of the President are undertaken.

People Management including GM/CEO

In the absence of the President, the Vice President will:

- Accountable for all committee/board members and office holders.
- Communicates with GM/CEO on behalf of committee/board.
- Oversees GM/CEO performance, conducts reviews and reports to the association executive with any recommendations for determination by executive.

INSERT ASSOCIATION HEADER

People Management without paid staff.

- Accountable for all committee/board members and office holders.
- Communicates with sub-committees.
- Oversees performance, conducts reviews of relevant volunteer positions within association and reports to the association executive with any recommendations for determination by executive.

Qualifications and Experience:

- Previous experience in a leadership role in a not-for-profit, volunteer-based organization is preferable.
- Knowledge of the laws and legislation relating to non-profit organizations.
- Knowledge and Skills:
- Well-informed of all association programs, activities, especially those of all sub-committees.
- Strong understanding and working knowledge of the association's constitution, rules, by-laws, policies, and procedures.
- Effective communication and interpersonal skills, with particular emphasis on public speaking.
- Strong management skills and ability to delegate and work collaboratively with committee/board members.
- Ability to chair committee/board and executive meetings.
- Well-developed decision-making skills.
- Experience with planning and operations.
- Sound financial management skills.
- Receptive to change.
- Dedicated association person and good role model when representing the committee.

Conflict of Interest

Each committee/board member will be required to complete a Conflict-of-Interest Form in compliance with good governance. If at any stage the Vice - President becomes aware of a personal conflict of interest (refer to Association Conflict of Interest Policy), real or perceived between themselves and the association, they should immediately notify the association Secretary of the conflict who will add to the register.

POSITION DESCRIPTION: ASSOCIATION SECRETARY

Reports to: President

Job Purpose:

The key responsibilities of the Secretary are to understand the association rules, by laws, policies and procedures, legal and compliance obligations, and ensure the association is always run according to these core requirements.

The Secretary is the associations nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the associations public officer responsible for managing, collecting, reviewing, and disseminating the associations information and knowledge (e.g., policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key association information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee/board and relevant volunteers.

KEY RESPONSIBILITIES

Legislative:

- The Secretary will act as the “public officer” of the association so generally becomes the associations nominated Secretary under the Incorporated Associations Act.
- Notify Consumer Affairs Victoria of their appointment.
- Lodge on behalf of the association all association reports required annually by Consumer Affairs Victoria.
- Update any rules of the association with Consumer Affairs Victoria.
- Maintain the association's membership database.

Meetings:

- In conjunction with the President, schedule all committee/board meetings and general meetings (including the annual general meeting) as early as possible.
- Prepare and circulate the committee/board meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee within the set time stipulated in the association's rules.
- Take the meeting Minutes of each committee/board and general meeting, circulating them within a reasonable time.
- Prepare and circulate according to the association rules, the notice convening the annual general meeting, ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the association's rules are met.

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- Maintain the minute book of association committee/board and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting.

Communication:

- Handle all general association correspondence, responding to any correspondence as required.
- Oversee and co-ordinate the association's communication strategy, including its website, email newsletters and social media.
- Be the associations point of contact for key stakeholders including, local council, local association, and peak sports bodies.

Administration:

- Maintain the association membership database.
- Maintain a register of the latest version of all association documentation, ensuring it remains relevant and in line with industry standards including but not limited to the association constitution, association rules, by-laws, policies and procedures, terms of reference etc.
- Manage the general correspondence of the committee/board except for such correspondence assigned to others.
- Maintain a register of all marketing material relating to the association's activities (letterhead, logos, posters, brochures etc.).
- Co-ordinate the induction training for the incoming committee/board members, sub committees and volunteers.
- Required to support the President in the management of committee members and portfolio duties.

Qualifications and Experience:

- Previous experience in a not-for-profit, volunteer-based organisation is preferable.
- Knowledge of the laws and legislation relating to non-profit organisations.
- Knowledge and Skills:
- Strong understanding and working knowledge of the association constitution, rules, by-laws, policies, and procedures.
- Ability to implement the organisations administration and management requirements effectively and efficiently.
- Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines.
- Good organisational, record keeping and people skills.
- Competency in Microsoft product suites.
- Effective communication skills including written and oral.
- Possess basic financial management skills.
- Dedicated association person with strong work ethic.
- Strong interpersonal skills.

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Conflict of Interest:

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POSITION DESCRIPTION: ASSOCIATION TREASURER

Reports to: President

Work with: Association GM/CEO if such positions are appointed.

Job Purpose:

The Treasurer is responsible for ensuring the committee/board is empowered to manage the financial affairs of the association. They are responsible for protection of the association's cash, assets and the paid staff or volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the association's accounts and producing the financial reports for presentation to the committee/board, the members at the AGM, as well as complying with all financial reporting obligations contained in the association's rules, the Incorporated Associations legislation and the Australian Tax Office if required.

KEY RESPONSIBILITIES

Financial Management:

- Prepare the annual budget with the GM/CEO (If appointed) for the forthcoming year, describing potential sources of income and expenditure, and present to the committee/board for approval.
- Maintain up to date records of all income and expenditure over the course of the year as well as maintaining a list of the association's assets, liability, and equitable position.
- Compare actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee/board to review and act in a timely manner.
- Manage the association's cash flow including issuing receipts, depositing all monies received in the association's bank account and approving payments promptly.
- Prepare and distribute invoices/accounts for services rendered.
- Provide a financial report at each committee/board meeting to support strategic planning and decision-making.
- Understand and submit tax obligation payments on time including employee PAYG and Superannuation obligations.
- Report financial activities to the membership at the AGM.
- Act as the signatory on the association's bank accounts, cheque accounts, and investment and loan facilities (alongside President or Secretary).
- Always be informed about the financial position of the association.
- Prepare financial accounts for annual or more frequent auditing and provide the auditor with information as required.
- Prepare all necessary financial statements for inclusion in the annual report.
- Work with the Secretary to keep accurate records of all membership payments. [OBJ]

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Protect the club's assets:

- Implementing financial management procedures which protect both the association's funds and assets and the staff/volunteers who handle them.
- Control the association's bank account(s), ensuring only those authorised are bank account signatories.
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made).
- Ensure as much revenue as possible is collected using online payments.
- Ensure all approved expenditure is paid as when it falls due.
- Ensure all moneys due to the association are collected.

Financial Reporting:

- Provide monthly income statements and balance sheet to the committee/board.
- Provide a list of revenues outstanding and payments to be made to the committee/board at each meeting.
- Produce the financial report to members to be presented at the Annual General Meeting.
- Undertake all legislatively required reporting and submissions.

Qualifications and Experience:

- Previous experience in a treasury or leadership role in a not-for-profit, volunteer-based organisation is preferable.
- Previous experience with financial control and budgeting.
- Bookkeeper / Accounting qualifications preferred.
- Experience with fundraising.

Knowledge and Skills:

- Financial background and awareness of accounting procedures.
- Effective communication skills, including written and oral.
- Ability to keep accurate records.
- Strong attention to detail.
- Ability to allocate regular time periods (e.g., weekly, or monthly) to maintain record keeping.
- Well-developed decision-making skills.
- Experience with planning and operations.

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Conflict of Interest:

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