

# Maryborough Amateur Basketball Association Inc. (MABA)

## Role Descriptions

### Responsibilities common to all committee members

- Attend at least 80% of all scheduled committee meetings (approximately 8 per year).
- Uphold and Promote the Association's Code of Conduct.
- Promote the Association at every opportunity.
- Support and promote the Association's values of fair play and being a good sport.
- Advise the Publicity Officer of potential sponsorship opportunities for the Association.
- Be available to all members to hear any concerns or comments they may have.
- Take action on any concerns or comments raised by a member by passing it on to the relevant committee member and/or raising it at committee meeting. Follow-up with the member to ensure a satisfactory outcome.
- Support and enforce Association rules.
- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)

### President

- Chair meetings of the Executive/General Management Committee or delegate the functions of Chair when unable to attend.
- Oversee the activities of the Association and committee and the attainment of the Association's objectives.
- Act as official spokesperson for the Association.
- Coordinate the activities of the Association.
- Convene regular meetings of the committee
- Ensure that all members perform their duties in a manner consistent with the objectives of the Association.
- The President shall vote as an Association member in all ballots and shall also have a casting vote in the event of a tie.
- Develop and maintain a good understanding of the sporting and competition requirements at local, regional and higher levels.

- Remain unbiased and impartial on all issues.
- Be receptive to change.
- Attend BQ Conferences if the Committee agrees that it would benefit to the Association.
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club.

## Vice Presidents

- Support and assist the President in the running of the Association.
- In the absence of the President, a Vice-President shall be appointed by the President to take on the role and activities of the President.
- Take on a portfolio within their expertise, eg Governance, Competition Development, Project management, etc.
- Act as Chairperson of the all meetings in the absence of the President.
- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club.

## Secretary

- Notifying the relevant government body of their appointment.
- Lodging, on behalf of the Association, all reports and notices as required of an incorporated body under the Incorporations Associations Act.
- Collection, sorting and distribution of Association mail.
- Issue notices of meetings.
- Preparation and distribution of meeting agenda.
- Take Minutes and distribute within seven days of meetings and upload file copies to the Association's electronic file storage system.
- Be responsible for the safe custody of books, documents and securities of the Association.
- Prepare and circulate, at least 4 days prior to each committee meeting, the agenda and supporting reports, including financial reports and any other information required to be considered by the committee.
- Preparation of AGM documents and notices.
- Keep a copy of the Rules.

- Maintain attendance rolls at AGMs and SGMs.
- Submit annual statement to Office of Fair Trading, Qld within 1 month of AGM.
- Liaise with the Canteen convenor/cleaner of upcoming events requiring their services.
- Liaise with Website Manager and Publicity Officer to ensure our communication strategies for all upcoming events and major activities are consistent and support our brand.
- Delegate appropriate jobs to Assistant secretary as required.

## Treasurer

- Keep accurate records of all financial transactions and maintain the Association's bank accounts.
- Prepare an annual budget for the financial year ending 30 September.
- Present a report of the financial affairs of the Association at committee meetings.
- Produce an audited statement of financial affairs for the Annual General Meeting.
- Ensure all signatories are up to date with current committee registered at the bank.
- Safeguard online banking information (ie: login and password).
- Organise floats as required.
- Produce miscellaneous invoices as required.
- Track payments through Sports TG, Credit Card and bank account.
- Promptly clear stadium money box, safe and bank all monies received.
- Promptly pay all invoices received eg: to training venues, uniform supplier, etc.
- Reconcile bank statements.
- Liaise with Junior and Senior Coordinators and assist where necessary.
- Delegate appropriate jobs to Assistant treasurer if required.

## Senior & Junior Co-ordinator

- Compile Season Draws (2 seasons per year), record competition points and Player eligibility.
- Produce scoresheets and/or support courtside scoring system.
- Responsible for data entry and management of players and teams – ensuring consistency of data entry.

- Oversee the follow-up of outstanding registrations and fees by age group. Run appropriate reports on SportsTG as required.
- Act as the Point of Contact for existing members and new members regarding registration and fee matters.
- Maintain close liaison with Treasurer & Secretary on Association issues that may impact on competition or players.
- Provide lists of players with outstanding fees for reminders to be issued or for suspension of players on request from the President or other Executive Committee member.
- Provide weekly draws to the Website manager for publication and mail outs by Saturday 12 noon of the week preceding.
- Liaise with Coach's, Team Contact regarding Forfeits or Wet Draw or Cancellations
- Liaise with Committee, BQ and other clubs about Association issues and enquiries – such as unregistered players, clearances and permits.
- Maintain register of members using SportsTG.
- Liaise with Secretary and Treasurer and assist where necessary.
- Arrange for the stadium to be open for all competitions and equipment is operational and available e.g. mini ball, game balls, portable game clocks.
- Advise of Website Manager of dates of Semi, Preliminary and Grand Final for publication as soon as dates have been determined, for publication to website, Facebook and Mail out lists. Or engage publicity officer (if position is filled).
- Correlate monies collected to the names on each team scoresheet for the treasurer.
- Keep record of competition points per season for all grades. Post Competition Ladder regularly via noticeboard or website.
- Keep record of referee's games refereed for payment of referees and at end of each season forward to the Treasurer in a timely manner for payments to be made
- Liaise with Referee Educator (if one is appointed) or Treasurer to assist in ensuring referees are paid in accordance with the decision of the Management Committee.
- Record referee's games refereed for any intercity or regional competitions and add to payment spreadsheet.

## Player Representative

- Be accessible to the basketball playing community. Eg Facebook Group, Email group.

- Represent the MABA committee in a respectful manner.
- Make time to visit on all competition nights, eg at least twice per season.
- Be the voice of the players of MABA and communicate to management committee any players concerns, ideas etc which are not deemed necessary for more formal communication.
- Encourage any formal communication or serious complaints to be forwarded in writing to the Secretary.
- To be well informed of all club activities

## Publicity Officer

- Raise the profile of the Association and generally promote the game of basketball within Maryborough and the wider community.
- Produce at least two newsletters each year.
- Manage the communications between the Association and its members.
- Liaise with local schools to promote the Association training clinics for new players.
- Liaise with the Website Manager to maintain and update the Association s website.
- Provide stories and photographs for local media, Facebook, website. etc
- Maintain Club noticeboards.
- To be well informed of all club activities and to advertise same.

## Website Manager

- Maintain and update Association Website, Mail Out lists, Google Services e.g. Google Drive, etc and Facebook including the technical management of all Association web hosting services.
- Provide the Committee with advice and support on the management of the Association's SportsTG system.
- Liaise with Secretary, Publicity Officer for postings informing our basketball community
- Assist Publicity Officer with consistency of styling of Posters and postings.

## Referee Educator

- Keep up to date with FIBA rules and distribute/educate all referees, players, coaches and the general basketball community.
- Update the FIBA rules folder in Office.
- Liaise with BQ and CQ of any referee appointments for tournaments.

- Undertake any training required to keep up to date credentials.
- Have a sound knowledge of the game.
- Able to communicate with juniors and senior referees
- Assist with referee allocation to finals and weekly games if required.
- Facilitate a Level 1 and Beginners Referee Course at least one per year.
- Facilitate a Score bench introductory course in each season.
- Facilitate education, evaluation and retraining of all referees.

## Canteen Convenor

- Recruit suitable volunteers for canteen operation.
- Order all food and drink items considered necessary to stock the canteen throughout the season.
- Arrange pick up/delivery of all canteen items.
- Maintain a level of bagged ice for first aid use.
- Check deliveries to invoices.
- Supervise volunteer canteen staff as required and assist during busy periods.
- Ensure all prices are clearly displayed for both customers & volunteers.
- Ensure you are up to date in food handling and supervise others in food handling.
- Provide exceptional customer service.
- Lead by example.
- Obtain, and account for, any floats that are required from the Treasurer.
- At the end of each day's trading, in conjunction with the Treasurer or other designated Committee member, count and balance the takings. This will include signing a cash summary sheet.
- Maintain appropriate records as required by the Treasurer and/or Committee.
- Pass on all invoices and receipts to Treasurer as soon as possible.
- Ensure that the canteen and its contents are secure at all times.
- Ensure that all hazardous materials are safely stored.
- Ensure that the canteen is a safe working environment for all.
- Ensure that all health regulations are complied with.
- Ensure stock items behind the canteen are always within expiry date.
- Ensure the canteen is clean and operational at all times. Canteen must be cleaned, swept and mopped each day after use.
- Keep the Committee informed of all relevant matters.
- Understand and follow OH&S and report incidents where necessary.

- Ensure that you have a current, positive Blue Card at all times and that the Blue Card is on you at all times during any basketball related activity.
- Ensure that the committee is informed within 24hours if your Blue Card has been withdrawn or cancelled.

## Judiciary Member

- Develop and maintain a sound knowledge of tribunal laws.
- Provide unbiased reports to the Management Committee on request.
- Convene as required for Judiciary Hearings.
- Deliver unbiased and impartial judgments on disciplinary matters as required.
- Act in the best interests of the Game and the Association.