

Nunawading Kangas Basketball Club Inc.

Position Description of Committee Members

President:

- Preside over Committee meetings and Club functions.
- Represent Nunawading Kangas at meetings of the MEBA as required.
- Where required, approve the part payment or late payment of fees.
- Be available for executive meetings and ad hoc meetings when issues arise.
- Sign correspondence/documents on behalf of the committee once decisions have been made at a (sub)committee level.
- Present an annual President's Report to the AGM

Vice-President:

- Assists the President as required.
- In the absence of the President, performs the President's duties.

Treasurer:

- Maintain accurate records of all financial transactions and maintain the Club's banks accounts in conjunction with paid bookkeeper.
- Approve discount payment of fees in consultation with the President and Registrar where required
- Advise the Committee of the financial position of the Club in a detailed quarterly report (or as required by the committee) at Committee meetings
- Prepare and present a financial statement that covers the full financial year to Committee members at the end of each financial year (July - June) for sign off prior to AGM
- Present (Committee signed off) financial reports of the Club at the Annual General Meeting (AGM held in October each year)
- Keep financial records of the Club for at least 7 years - (All maintained on Xero and digital bank statements)
- In conjunction with the Secretary (Public Officer), prepare the annual statement for submission to Consumer Affairs Victoria within a month after the annual general meeting
- Ensure all signatories are up to date and registered at bank with current committee members

- Safeguard online banking information (i.e. logins and passwords)
- Check for invoices and arrange payment once appropriate Committee member has approved eg Venue Co-ordinator to check training invoices (check inbox at least each fortnight)
- Check for requests for refunds and arrange payment once Registrar approves payments (coach & player) (check inbox at least each fortnight)
- Process Thank You payments to all junior coaches (Summer Season - October & January , Winter Season - April & August)
- Review registration fees and recommend any changes before the beginning of each registration season (in co-ordination with the registrar)
- Organise issuing of training invoices where required (in coordination with Registrar and bookkeeper)

Registrar:

- Maintain an ongoing register of members (past and present)
- Respond to enquiries from prospective players
- Co-ordinate the registration process for each new season
- Prepare player lists for Age Group Co-ordinators for team selection each season.
- Co-ordinate entry of team details into PlayHQ
- Submit team lists to MEBA

Secretary:

- Receive and where required prepare correspondence on behalf of the Club.
- Ensure urgent correspondence is passed onto the President, Treasurer or relevant person immediately.
- Prepare any submissions that may be required by the Club or affiliated Association.

- Co-ordinate the AGM, including nominations for Life Membership
- Act as the Public Officer of the Club by submitting the Annual Statement and paying the Incorporated Association fee to Consumer Affairs Victoria within a month after the Annual General Meeting (In consultation with club Treasurer)

Minute Secretary:

- Record and distribute minutes for all meetings of the committee, including the annual general meeting.
- Organise the committee meeting times and venues.
- Keep a record of all committee minutes and relevant documents pertaining to the management of the club.

Uniform officer:

- Liaise with the uniform supplier
- Where required, assist players with information on sizes, uniform numbers and other questions
- Coordinate alternate uniform collection and return.
- Provide loaner tops as necessary and coordinate return of these at the end of each season.
- Organise payment of invoices for any purchases of uniforms by the Club (eg: alternate sets) by Treasurer.
- Coordinate second hand uniform sales (if the Club is currently offering this service).

Troph Co-ordinator:

- Collate and tally votes received from each team during the season.
- Communicate the results of votes to coaches and collect trophy winner names.
- Maintain a register of the number of seasons played by each player (in conjunction with the Registrar)
- Prepare a list each season of players who have reached a 5, 10, 15, 20, 25 or 30 season milestone to receive a Seasons Award.
- Identify any players to receive a Retiring Player plaque (long term players who have aged out) in conjunction with the Registrar. Long term is currently considered 15 seasons of playing and coaching. Coaching and playing in a season considered to count for one season.
- Arrange for the purchase and production of trophies and season awards.
- Organise the trophy ceremony at Presentation Night.

Venue & Equipment Co-ordinator:

- Book training venues and source new venues.
- Coordinate collection and storage of venue keys or security fobs.
- Co-ordinate the provision of equipment (balls, cones etc) to team coaches
- Liaise with the relevant venue when training is not required, or if maintenance is required at that venue.
- Advise teams if their training venue is not available for any reason.
- Assist registrar with the training schedule each season

Child Safety Officer

- Ensure the Club complies with it's Child Safety Policy
- Maintain a Working with Children certificate register for coaches, team managers and club officials as per the Department of Justice requirements.
- Co-ordinate the follow up of new coaches, team managers and Club officials to ensure they get their WWC checks completed.
- Co-ordinate the response to any child safety issues raised with the Club

Team Manager Co-ordinator:

- Keep the Team Manager Information page of the website up to date.
- Facilitate communication between team managers, the Committee and Club families.

Website/Publicity Officer:

- Maintain and update information on the club website.
- Prepare regular newsletters for distribution.

Fundraising Officer:

- Scope potential fundraising activities and government grants to improve the financial status of the club.
- Organise all aspects of fundraising activities, seeking help where required.
- Bank all monies into the Club's bank account and inform the Treasurer.

Saturday Boy's Co-Ordinator:

- Co-ordinate the running of all boy's teams.
- Act as a point of contact for coaches/ parents/ players in conjunction with the Age Group Co-ordinators.
- ~~In conjunction with a subcommittee,~~ Arrange placements of players, coaches and team managers in teams in conjunction with a Age Group Co-ordinators (or subcommittee if required), and then notify all parties of the details (including their training times, after liaising with Venues Co-ordinator).

Saturday Girl's Co-Ordinator:

- Same as Saturday Boy's Co-ordinator, except duties are for all girls' teams.

Friday Night Co-Ordinator:

- Same as Saturday Boy's Co-ordinator, except duties are for Friday night teams.

Age group Co-ordinator:

- Assists the Boys/Girls Co-ordinators with team placement and running of teams.

Midweek Girl's Co-Ordinator:

- Same as Saturday Boy's Co-ordinator, except duties are for all girls' teams.

General Member:

- Attend committee meetings and offer assistance where required to ensure the successful running of the club.

OTHER POSITIONS WITHIN THE CLUB:**Coaching Co-ordinator:**

- In consultation with the committee, implements strategies to develop players and coaches.

- Runs coaching clinics each season.
- Acts as a point of contact for coaches, or parents who have issues with coaches.
- Searches for prospective coaches.
- Reports through to the Committee.

Team Manager:

- In conjunction with Age Group Co-ordinator, informs players of teams they are placed in.
- Inform teams of playing/training times.
- Act as a point of contact for players/coaches.
- Disseminates information regarded as important to players/parents.
- Organises the payment of scoresheet fees and arranges scorer(s) for the game.

MEBA contact points (Mid-Week, Friday and Sat) :

- Be the Club representative, and liaise with affiliated association(s), to ensure all requirements are met.

Updated September 2021