



Ipswich Basketball Association Inc

ABN 80 806 706 271

IA12260

Shaping Ipswich Basketball

2A Ross Llewellyn Drive, Booval, QLD 4305

Ph: 3282 4328 Fax: 3282 4905

POSITION VACANT ASSOCIATION SECRETARY

Ipswich Basketball Association is seeking a Management Committee member to fulfil the duties of Association Secretary. The Association meets monthly. This is a voluntary position.

Please note that it is a legal requirement that the Association have a Secretary.

The role functions include:

- Undertake functions of Secretary as identified in the Rules of the Association.
- Keep the Management Committee updated on governance matters including but not limited to:
 - WHS, Industrial, Environmental and other applicable laws and legislation
 - IBA and BQ Policy matters
 - Public liability
 - Risk management
- Ensure compliance with Office of Fair Trading requirements for a Queensland registered Incorporated Not for Profit Association.
 - Ensure compliance with Basketball Queensland obligations.
- Assess in conjunction with the President, the effectiveness of the Management Committee against agreed governance, strategic and performance benchmarks
- Regularly review committee rules and delegations and report and make recommendations to the Management Committee of any amendments.

Some legal/secretarial background desirable, preferably with previous Board or Management Committee experience, but not essential.

Expressions of Interest should be addressed to the Manager@ipswichforce.com.au.

Closing date 11 April 2016.