



## **Watsonia Warriors Junior Basketball Club – Committee Position Descriptions**

### **President**

- Have a good working knowledge of the clubs Constitution, policies and position descriptions for all office bearers.
- Ensure that the clubs constitution, policies and other significant documentation is current
- Manage the yearly events calendar for all meetings, activities and deadlines.
- Be a Signatory on all cheques with the Treasurer.
- Monitor the clubs financial position against an annual budget
- Provide guidance and assistance to the work of all other committee positions as required
- Chair all Committee meetings including the Annual General Meeting
- Resolve any conflicts according to the clubs grievance procedure as written in the Constitution.
- Provide a written President's Report for each committee meeting and the AGM to be included in the meeting minutes
- Facilitate the annual presentation day and any other club events
- Represent the club at DVBA meetings as required (or nominate a delegate)
- Assist in the organisation of club events and functions as required
- Attend and chair committee meetings

### **Secretary**

- Prepare and distribute an agenda prior to each committee meeting
- Record minutes of all committee meetings and distribute as soon as possible after each meeting
- Include copies of any reports submitted by committee members in the meeting minutes
- Manage incoming correspondence (especially from the DVBA) and action or distribute as required
- Distribute outgoing correspondence as required
- Keep a record of meeting minutes and reports.
- Maintain the clubs annual events calendar of key activities and deadlines
- Check the clubs emails on a regular basis and forward to appropriate committee members
- Keep a record of Working with Children Certificates for all committee members
- Acts as the clubs main point of contact for Consumer Affairs Victoria

- Ensure the club is maintained as an Incorporated Body by complying with the annual requirements of Consumer Affairs Victoria
- Conduct an advertising campaign in local schools for new players prior to each season. The timing of the campaigns is typically the 1st week of the second and fourth terms to coincide with the opening of the registration process for the following season.
- Maintain an up to date list of local school contact details
- Organise resources to maintain the clubs website and facebook pages by uploading and modifying content as required
- Organise a resource to participate in the DVBA grading process at the beginning of each season as required. This may include the requirement to:
  - attend matches for the purposes of assessing teams
  - recommending placement of teams into grades based on match outcomes
- Assist in the organisation of club events and functions as required.
- Attend committee meetings

#### **Treasurer**

- Prepare an annual budget for income and expenditure
- Provide a financial report against the budget at each committee meeting
- Deposit any cash and cheques received into the club bank account
- Reconcile direct deposits and update Sporting Pulse records accordingly
- Maintain records and liaise with parents, Registration Officer and Property Officer re payments due
- Send out accounts for any monies owed to the club
- Provided detail of unpaid transactions to the Team' Coordinator at end of grading, and provide updates thereafter
- Present any invoices received by the club at a committee meeting and pay by cheque (or direct deposit) when passed
- Reconcile Training Court Hire invoices against bookings and actual usage
- Keep an accurate file of invoices and receipts received
- Reconcile bank statements against known income and expenditure
- Ensure two signatures of the current Executive Committee are lodged with the bank for signing cheques. The Treasurer and either the President or the Secretary must sign all cheques.
- Provide an annual financial report at the AGM covering:
  - Opening balance for the financial year
  - Income itemised against major categories
  - Expenditure itemised against major categories
  - Closing balance for the financial year
- Arrange for an independent audit of the clubs accounts every two years

- Assist in the organisation of club events and functions as required
- Attend committee meetings

### **Registration Officer**

- Administer the clubs online registration process. Main tasks include:
  - Initiating the registration process well in advance of each season
  - Liaising with Sporting Pulse on improvements to the registration process
  - Maintaining the accuracy and completeness of all player information held within the registration system
  - Advise DVBA of any discrepancies or duplications
- Respond to queries regarding the registration process from players and parents
- Liaising with Treasurer regarding payment of outstanding registration and game fees
- Provide information to Team Coordinator on player registrations to assist with the team selection process and/or player clearances as required
- Forward any monies received by cash/cheque to the Treasurer for banking
- Provide a registration report to the Committee at meetings
- Assist in the organisation of club events and functions as required.
- Attend committee meetings

### **Team Coordinator**

- Selecting teams for each season based on the clubs Grading and Selection policy
- Grading teams for each season based on the clubs Grading and Selection policy
- Ensuring that team selections and gradings are endorsed by the committee before submission to the DVBA
- Submitting teams to the DVBA using Sporting Pulse
- Appointing coaches for teams prior to each season
- Arranging a training schedule for each season
- Arranging the provision of substitute players when requested by coaches and/or team managers during each season
- Request that any complaints from players and parents regarding team selections and gradings be submitted in writing to the President
- Managing any correspondence from the DVBA relating to fixture changes during the season
- Direct any registration requests by potential new players to the Registration Officer
- Provide a report to the Committee at meetings.
- Assist in the organisation of club events and functions as required.
- Attend committee meetings

### **Property Officer**

- Purchase, maintain, and account for uniforms of various sizes for issuing to players for purchase or exchange.
- Purchase, maintain, and account for merchandise stock for sale to club members for items including club tops (hoodies) and drink bottles, etc.
- Purchase, maintain, and account for a stock of playing equipment required by coaches and team managers. This may include tops, balls, bags, and whiteboards.
- Maintain Sporting Pulse for player information, monies owed, and schedule of payments received for uniforms and merchandise.
- Ensure all monies received for uniforms and merchandise is accounted for and deposited to the club account.
- Maintain an up-to-date list of suppliers and contact details for uniforms and merchandise.
- Ensure each team is provided with 2 balls, bag, and a whiteboard at the beginning of each season, and reclaimed from as required.
- Assist in the organisation of club events and functions as required.
- Attend committee meetings.

### **General Member**

- Assist in the organisation of club events and functions as required
- Provide assistance to the work of any other committee positions as required
- Attend committee meetings