



PRESIDENT

The President is the principle leader of Warrnambool Basketball Incorporated and has overall responsibility for the association's administration.

The President sets the overall annual WBI Board agenda (consistent with the views of members), helps the Board prioritise goals and keeps the Board on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective Board meetings.

Responsible To

The President is elected by the members and responsible for representing the views of the members. The President is only one member of the Board and the President is accountable to the Board.

Responsibilities and Duties

The President should:

- Chair committee and/or executive meetings.
- Manage the Annual General Meeting.
- Represent the association at local, regional, state and national levels.
- Act as a facilitator for association activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Submit annual report before association members at the Annual General Meeting.
- Hold a casting vote where the Board is deadlocked on a voting for a motion.

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively.
- Is well informed of all organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office bearers and sub-committees.
- Is a supportive leader for all of the organisation's members.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President is variable.

The President is appointed for a term determined in the rules of the WBI Constitution - currently two years until the end of the Annual General Meeting at which time the term will expire and be eligible for re-election.



VICE PRESIDENT

The Vice President is the secondary leader of Warrnambool Basketball Incorporated and has a secondary responsibility for the association's administration.

The Vice President assists the President in prioritising goals and keeping the WBI Board on track by working within that overall framework. At the operational level, the major function of the Vice President is to assist the President.

Responsible To

The Vice President is directly responsible to the President of Warrnambool Basketball Incorporated and the members of the association.

The Vice President may chair the Board meetings in the absence of the President.

The Vice President may chair a subcommittee.

Responsibilities and Duties

The Vice President should:

- Work in conjunction with the President in implementing the strategic plan
- Work closely with other members of the WBI Board
- Represent the association at local, regional, state and national levels.
- Assist in acting as a facilitator for association activities.

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively.
- Is well informed of all organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office bearers and sub-committees.
- Is a supportive leader for all of the organisation's members.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Vice President is variable.

The Vice President is appointed for a term determined in the rules of the WBI Constitution - currently two years until the end of the Annual General Meeting at which time the term will expire and be eligible for re-election.



SECRETARY

The Secretary is the chief administration officer of Warrnambool Basketball Incorporated. This person provides the coordinating link between members, the WBI Board and outside agencies.

The roles and responsibilities of the Secretary vary greatly.

Responsible To

The secretary is directly responsible to the President of the WBI Board and the members of the association.

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for WBI Board meetings in consultation with the President.
- Make arrangements including venue, date, times and hospitality for meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers.
- Call for and receive nominations for the WBI Board and other positions for the AGM.
- Record the minutes of meetings.
- Draft up the minutes as soon as possible after the meeting.
- Maintain a register of all correspondence in and out and reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain registers of members names and addresses, life members and sponsors.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public office of WBI liaising with members of the public, affiliated bodies and government agencies.
- Work closely with other members of the WBI Board.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Secretary is variable.

The Secretary is appointed for a term determined in the rules of the WBI Constitution - currently two years until the end of the Annual General Meeting at which time the term will expire and be eligible for re-election.



Treasurer

The Treasurer is the chief financial management officer for Warrnambool Basketball Incorporated.
Responsible To

The Treasurer is directly responsible to the WBI Board and members of the association.

The Treasurer may chair the Finance Committee (if applicable).

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully.
- Keep Warrnambool Basketball Incorporated's financial accounts up-to-date.
- Keep a proper record of all payments and monies received.
- Provide a financial report at each WBI Board meeting and make sure the financial reports are available and understood by all Board members.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year.
- Co-ordinate the audit and assist the auditors in this process.
- Co-ordinate activities for each year and the returns for the Incorporations Act.
- Produce an annual financial report for the Annual General Meeting.
- Issue accounts and disburse all payments.
- Monitor all receivables (outstanding accounts) and provide a report regarding these to the WBI Board including recommendations about any amounts that are to be 'written of'.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised.
- Able to allocate regular time periods to maintain the books.
- Able to keep good records.
- Able to work in a logical orderly manner
- Aware of information that is needed to be kept for the annual audit.
- Has a background in dealing with financial matters and/or accounting or bookkeeping.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Treasurer is variable.

The Treasurer is appointed for a term determined in the rules of the WBI Constitution - currently two years until the end of the Annual General Meeting at which time the term will expire and be eligible for re-election.



Officer of Responsibility

An Officer of Responsibility may be responsible for a defined area within the organisation as determined by the Warrnambool Basketball Incorporated Board.

Responsible To

An Officer of Responsibility is directly responsible to the President of the WBI Board and the members of the association.

Example Responsibilities and Duties

- Marketing and Promotions.
- Funding/Grant Applications.
- Volunteer Co-ordinator/Human Resources planning.

Knowledge and Skills Required

Ideally an Officer of Responsibility is someone who:

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised
- Has marketing experience/administration experience

Time Commitment Required

The estimated time commitment required as an Officer of Responsibility is variable.

An Office of Responsibility is appointed for a term determined in the rules of the WBI Constitution - currently two years until the end of the Annual General Meeting at which time the term will expire and be eligible for re-election.