**Heathdale Hornets Basketball Club – Committee Member Position Description**President

The Heathdale Hornets President is the leader of the Club and is there to ensure the Club is run efficiently administratively, financially and socially to support its members.

**Desirable Attributes:**
The President should:- be well informed of all current and future organisation activities and able to provide oversight - be a person who can develop good relationships internally and externally- be forward thinking and committed to meeting the overall goals of the Club - have a good working knowledge of the Committee Constitution, rules and duties of office bearers - be able to work collaboratively with other Committee Members - be a good listener and attuned to the interests of members and other interest groups - be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings) -be a competent public speaker

**Relationships**
Reports to the Members and General Committee of the Club
Acts as or ensures his/her delegate acts in the best interests of the club

**Accountability**
The President is accountable to the Members and the General Committee

**Specific duties include, but are not limited to**:
On most occasions act as Chairperson at Club meetings. An active and successful chairperson:

* Leads, but does not direct
* Ensures there is fair discussion on each issue and that all points are expressed before a decision is reached
* Keeps the meeting moving in the desired direction Be firm, but tactful, with members deviating from the point under discussion
* After adequate discussion on an issue impartially summarises the points of view expressed, both for and against, to make sure members know clearly what they will be voting or agreeing to
* Runs the meeting so that a balance is struck between speed and efficiency on the one hand, and keeping the meeting enjoyable on the other
* Start meetings on time
* Know and follow the agenda strictly, unless directed otherwise by the meeting
Attempt to get all members to contribute to the meeting
* Be enthusiastic – enthusiasm is catching

Ensure Managers and Committee Members fulfil their responsibilities to the Club

Presents the Annual Report at the Annual General Meeting:
This should be a comprehensive summary of the years’ activities, detailing programs conducted, membership changes, physical developments and any outstanding achievements. Also include a review of the financial situation and a look at plans and aspirations for the future
Sections of this report can be delegated to other Committee Members so you don’t have to do it all yourself!

Be around the club on game days & attend the occasional training sessions. Reason being to be able to gauge a sense of how things are "feeling" out there and what parents are saying/so being visible (ideal - not necessarily achievable)

Assist with projects and events of the club

Participate upfront at Presentation Days - be visible and accessible

Employer of administration support to the club and committee

Act as a signatory for the Club in all legal purposes and financial purposesRegularly focus the Committee’s attention on matters of Club governance that relate to its own structure, role and relationship to any paid employees
Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution

Work with the Committee to ensure the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
Help develop goals and relevant strategic and business plans in order to achieve the purposes of the Club.
Serve as a spokesperson for the Club when required
Communicate regularly and systematically with the Presidents of the member Clubs, the league, association and or parent body
Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.

**Heathdale Hornets Basketball Club – Committee Member Position Description**
**Vice President**

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President’s roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

**Desirable Attributes:**
The Vice President should:- be well informed of all organisation activities and able to provide oversight - be a person who can develop good relationships internally and externally- be willing to step in for the President where needed including chairing meetings- be forward thinking and committed to meeting the overall goals of the Club - have a good working knowledge of the Committee Constitution, rules and duties of office bearers - be able to work collaboratively with other Committee Members - be a good listener and attuned to the interests of members and other interest groups - be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)- be a competent public speaker- be able to raise concerns with the President where they arise

**Specific duties include but are not limited to:**In the event of the President being unable to fulfil his/her duties, to step into that role
In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
Be an alternate signatory for the Club for legal purposes and financial purposes
Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
Represent the Club at meetings and forums as agreed with by the President
Other duties as nominated by the President and/or Committee

**Heathdale Hornets Basketball Club – Committee Member Position Description**TreasurerThe Treasurer is responsible for the financial management and supervision of the Club to allow the Committee to provide good governance. This means having Proper control over the handling and recording of cash received, cash payments and Reporting of these transactions. The Treasurer is responsible to regularly report on the Club‘s financial status to both the Committee and the Club members.
 **Desirable Attributes:**
- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills **Relationships/Accountability**- Reports to the President and the General Committee of the Club - Acts in or ensures his/her delegate acts in the best interests of the club - Must hold a current Working with Children check (WWC) - Prepare and present regular financial statements to the committee at meetings.Materials **Needed:**- Receipt Books
- Invoice Book
- Cheque books
- Bank deposit book
- Receipt details slips
- Computer
- Club Stamps
- Calculator
- Prepaid Envelopes
- Accounting Book **Specific duties include but are not limited to:**- Provide advice to the Committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes and oversee the auditing of the financial statement at the end of each year and before the AGM
- Receipt of all incoming monies
- Bank all monies received (registration fees etc.)
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings to be tabled and approved
- Arrange and dispatch invoices for periodical payment
- Issue yearly or half-yearly membership fee
- Keep accurate record of all membership payments
- Be a signatory on club account and responsible for the authorisation of payments
- Manage the organisation’s cash flow and provide an actual vs budget report to the committee on a monthly basis.
- Tracking of paid/not paid players per season

**Heathdale Hornets Basketball Club – Committee Member Position Description**SecretaryThis role is the key communication point between the following:
- The Club, Coaches, Parents & Players
- Heathdale Hornets Basketball Club
- Heathdale Christian College training venue point of contact  **Desirable Attributes:**The Secretary should:- be organized - have computer skills- be a good communicator- be able to keep confidential matters confidential. **Accountability/Relationships**
- The Secretary is accountable to the President, Members and the General Committee
- Must hold a current Working with Children check (WWC)
- Acts as or ensures his/her delegate acts in the best interests of the club
- Supports all coaches, players and committee members **Specific duties include but are not limited to**:
- Maintain records of the Committee and ensure effective management of Club's records
- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days
- Develop meeting agendas in consultation with other Committee members and distribution prior to the meeting
- Is sufficiently familiar with all current Club documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorize people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained.
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- Ensure that official records are maintained of members of the Club and Committee. He/she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and Club meetings as specified in the bylaws
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation
- Collation of the Stadium Court Usage figures (monthly)
- Organisation of key holders for stadium training sessions
- Compile seasonal awards and liaise with Trophy provider in conjunction with administration officer. (Selection, acquisitions and collection)
- Assist in arranging activities associated with Presentation & Family Day

**Heathdale Hornets Basketball Club – Committee Member Position Description**
**Public Officer**

The Public Officer is appointed by the Committee and is not elected by the members of an incorporated association. In short the Public Officer is the point of contact between the incorporated organisation and Consumer Affairs.

Note that in Victoria the former term of Public Officer will be replaced with the term Secretary. It will be assumed that the current Secretary will assume these roles unless otherwise stated. The Secretary can assume any other office if the rules allow.
 **Specific duties include but are not limited to:**- Notify the Registrar of appointment as Public Officer or a change of the Public Officer’s address within 14 days of the change by lodging a Change of Association Details form. No fee is required- Notify the Registrar of a change of the association’s registered address within 14 days of the change by lodging a Change of Association Details form. No fee is required.- Within 1 month after the annual general meeting, lodge with the Registrar an Annual Statement by Public Officer and other required financial documents with the prescribed fee.

3.1 Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement

1. Within 14 days of the association becoming trustee of a trust, lodge with the Registrar the particulars of the trust and a copy of any relevant documents. No fee is required.
2. Apply to the Registrar for approval to alter the statement of purposes or rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
3. Apply to the Registrar for approval of a change of change within 1 month after passing a special resolution to change the association’s name. An Application for Change of Association Name must be lodged with the prescribed fee.
4. Notify the Registrar of special resolution relation to the winding up and distribution of the assets of the association within 28 days of passing the resolution. A Notice of Special Resolution for Distribution of Assets on Voluntary Winding Up must be lodged with the prescribed fee.

Check Consumer Affairs Website (3 months after lodgement) [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) and search the “Victorian Names Register” to check details of incorporation are correct.

**The more standard duties include: (previously Public Officer)**- Notify Consumer Affairs of the Secretary appointment or a change of the Secretary’s details- Notify Consumer Affairs of a change of the association’s registered address by lodging a Change of Association Details form. No fee is required.- Within 1 month after the annual general meeting, lodge an Annual Statement and other required financial documents with the prescribed fee.

* 1. Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement
	2. Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.

**More unusual duties that can arise:**- Apply to the Registrar for approval of a name change within 1 month after passing a special resolution. An Application for Change of Association Name must be lodged with the prescribed fee.
- Notify the Consumer Affairs of a special resolution in relation to wind up and distribution of the assets of the association. [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) for forms and details of fees etc.

**Heathdale Hornets Basketball Club – Committee Member Position Description**RegistrarThe Registrar is the first point of contact within the club for all player registration enquiries.

**Relationships**
- Reports to the President, Members and General Committee of the Club
- Supports all coaches, players and committee members

**Accountability**
- The Registrar is accountable to the Members and the General Committee **The Registrar is responsible for the following**: Collection of fees and management and update of payment details in the Sportingpulse/Heathdale Hornets database
General coordination of registration events and promotions
New player registrations
Player registration renewals
Confirming and signing of clearances/transfers for exiting players
Submission of registrations to Associations under which HHBC fields teams
Collation and recording of fees paid outside registration day and submission to Treasurer for banking
Organisation and running of Registration Days (2 per year)
Obtain all relevant particulars of players wishing to play for the Club
Prepare a list of players for each age group for distribution to team coaches
Closely monitor transfers to ensure that they are only granted in accordance with Club guidelines
Provide information as required to enable player records to be maintained
Have a good working knowledge of the Associations under which HHBC fields teams and its Regulations
Be aware of the future directions of your Club
Keep your Club committee informed of the status of registrations at all times
Be aware of legal privacy regulations and ensure the requirements are implemented
Ensure that any documentation issued by the Associations under which HHBC fields teams is circulated to players and Club members to those intended
Be available to help with standard committee duties
Be available to assist & attend Presentation Days held once a year

With associations — process/transfer applications, enter teams in competitions, represent your club at association meetings, obtain association sanction for club events, and communicate information between association and club members (such as event deadlines).
Maintain database of members.

**Heathdale Hornets Basketball Club – Committee Member Position Description**
Uniform Co-Ordinator

The Uniform Coordinator’s position is to ensure the supply of uniforms and other club apparel is available throughout the year to enable the Heathdale Hornets Basketball Club community to take to the court each week.

Order uniforms as needed for the club from the nominated supplier

When orders have been sent to follow up with appropriate company that delivery date is adhered to as much as possible

To organise with HHBC Treasurer for the payment of supplier

To be available to attend twice yearly Registration days to organise new uniforms for new and/or returning players

Prior to the start of each new season ensure that all families that have ordered new uniforms have been contacted when order arrives and arrange time that it can be collected from the stadium

Forward to Club Administrator at start of every new season a list of new player singlet numbers and any current players who have had a singlet number change. To also supply to Administrator a lists of all players who have been supplied with club training top. If for any reason Administrator is unable to do this then Uniform Coordinator have access to data base to record aforementioned information

To ensure that there is enough stock available in all sizes for when people need replacement uniforms

Write receipts for all uniforms/basketball gear sold and supply Treasurer once a month with a balance sheet

Do twice yearly stock takes (June & December), or at any other time as requested by the Treasurer.

Liaise with committee re products sold in uniform room and follow up on any requests from committee if they want additional products supplied or changed Coaches Polo Tops

Each coach is entitled to a Coaches Polo Top if they would like to avail of one

Arrange for distribution of coaches polo tops to all new coaches. This information needs to be recorded and passed onto Treasurer twice yearly (June & December)

To order in new stock when supplies are low but to ensure online minimal supplies are kept in stock Loan Singlets

Acquire a copy of all team sheets from the Secretary at the time of the Coaches Meeting (week following grand final each season) to assist in the allocation of new singlet numbers and those with clash numbers

Organise and liaise between families and coaches when singlet clashes occur at the start of each season. Be available to meet with families to organise a loan top for the season

**Heathdale Hornets Basketball Club – Committee Member Position Description**General Committee Members

The role of a General Committee member is to support the Executive Committee by contributing and assisting them with the running of the club.

**Relationships**
- Reports to the President, Members and General Committee of the Club
- Supports all coaches, players and committee members
- Liaises with various external stakeholders depending on club portfolio

**Accountability**
- The General Committee Members are accountable to the Members and the Executive Committee.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action

**The key functions include**:

Attend & contribute to Committee Meetings

Participate in discussion and decision making of the committee.

Play an active role on the committee and be prepared to take on additional tasks when allocated to you.

Be available to help with standard committee duties such as:

Attending Registration Day

Be available to help with Court Supervision Duties during Finals Games.

Assist in the preparation of & attend Presentation Day held once per year.

Be prepared to be part of sub committees when necessary to work on smaller projects as directed by committee

Provide regular updates back to Executive Committee in a timely manner

Be familiar with Club information so when approached by members you are able to give the correct advice. This information includes but is not limited to: Registration fees, uniform costs, seasons dates, skills programs been run by the Executive Committee, Coaches/Coordinators

Don’t be afraid to raise issues & concerns

Must be discreet and able to maintain confidentiality on relevant matters

**Heathdale Hornets Basketball Club – Committee Member Position Description**Coach

Must hold a current Working with Children Check (WWC) for all persons 18 years and over.

To have available at training & on game day contact details of all players in the team

Abide by the Code of Conduct at all times

Endeavour to take advantage of training sessions on offer.

Take utmost care of stadiums where you train & play

Report any seen damage identified at training venues same day to club Secretary

Review game results on the sporting pulse website on a weekly basis and report any discrepancies in scores to the Club’s Heathdale Hornets point of contact immediately.

Safety of children is paramount – do not leave a player unattended at the conclusion of a training session. If the parent often picks the child up late, speak to the family.

Advise the Club Secretary when you are not training, do not assume the other team that shares the court will be there.

Make contact with your Age Coordinator when a fill-in player is required

Make contact with your Age Coordinator when you are unable to coach and a fill-in coach is required

Respond to correspondence from Committee members in a timely manner when requested for input

Reporting of issues resulting at games must be in writing and sent to the Club Secretary