Dubbo Basketball Association
Senior Director

The key responsibilities of the Senior Director are to understand the Club Rules, By Laws, Policies and Procedures, compliance obligations, and ensure the club is run according to these core requirements at all times for all Senior activities.

The Senior Director is also the club officer responsible for structuring and executing all senior level competition and participation activities. Along with complying and enforcing all relevant competition and body laws.

Responsibilites

The Senior Director is responsible for the administrative tasks of the club including:

- ❑ Attempt to attend all committee meetings and general meetings (including the annual general meeting)
- ❑ Promote the growth and prosperity of senior basketball
- ❑ Promote and execute strategies committed to by the DBA
- ❑ Represent senior stakeholders at board level
- ❑ Comply and enforce all relevant competition and laws
- ❑ Co-ordinate senior sub committees for events.
- ❑ Actively liase with the referee director on all relevant matters.
- ❑ Actively liase with the senior representative co-ordinator(s) on all matters.
- ❑ Actively liase with the registrar(s) on all relevant matters.
- ❑ Actively liase with coaching co-ordinator(s) on all relevant matters.
- ❑ Actively liase with referee co-ordinator(s) on all relevant matters.
- ❑ Actively liase with employees of the DBA on all relevant matters.
- ❑ Actively liase with the tribunal co-ordinator(s) on all relevant matters.
- ❑ Obtain import players / coaches for the purpose of meeting DBA agreed strategies.
- ❑ Assist import player / coaches with contract, living and employment needs

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Player and team administration

- ❑ Enter teams in their relevant competitions
- ❑ Book venues for training and match day competitions
- ❑ Ensure all players are registered and cleared to play in their nominated teams
- ❑ Co-ordinate all player and coach clearances and transfers
- ❑ Enforce and support the competition by-laws and tribunal laws

Communication

- ❑ Handle all senior related correspondence, responding to any correspondence as required
- ❑ Oversee and co-ordinate the club's senior information communication, including its website, email newsletters and social media
- ❑ Be the clubs point of contact for senior basketball information and direction.
- ❑ Communicate with relevant bodies regarding senior competition and official matters

Requirements

The Senior Director is expected to:

- • Act in the best interest of the members at all times
- • Attend all Committee members
- • Undertake the role in good faith and honesty
- ❑ Hold or willing to apply for a current volunteer's "working with children" check (if legally required)

If at any stage the Senior Director becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

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End of Year Requirements

Transition

In the event of a change of Senior Director, the outgoing president must provide access to all relevant information requested by the incoming board and assist in the transition process.

Essential Skills and Requirements

- ❑ Hold or willing to apply for a current volunteer "working with children" check (if relevant)
- ❑ Can communicate effectively
- ❑ Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- ❑ Can oversee organisational activities
- ❑ Is aware of the future directions and plans of members
- ❑ Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- ❑ A good understanding of league requirements at local, regional and higher levels.
- ❑ Unbiased and impartial on all issues.
- ❑ Receptive to change.
- ❑ Dedicated club person.