



PO Box 1476, Caboolture, QLD, 4510
Morayfield Community Hall, 298B Morayfield Rd, Caboolture QLD 4510
ABN: 83 407 274 645

Senior Competition Director

The Senior Competition Director is the organiser of the Senior Competition at Moreton Bay Basketball Inc. As well as being responsible for overseeing the Senior Competition of the organization, the Senior Competition Director must work closely with Referee Coordinator, The Scorebench Coordinator and Competition night staff and volunteers. The position reports directly to the Board of Directors.

1. Board Governance:

Works with the board in order to fulfill the organization mission.

Responsible for assisting the President to lead Moreton Bay Basketball Inc in a manner that supports and guides the organisation's mission as defined by the Board of Directors.

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2. Maintenance of Competition Records

Is responsible for maintaining accurate documentation regarding Senior Competition.

Shall manage the draw for the Senior Competition, on behalf of the Board, and ensure results are updated as per the Game Sheets/Sports TG, unless directed otherwise by the Board.

3. Organization Mission and Strategy:

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

Responsible for implementation of Moreton Bay Basketball 's programs that carry out the organization's mission.

Shall assist with the strategic and financial planning to ensure that Moreton Bay Basketball can successfully fulfill its Mission into the future.

Assist with policy making and development of Bylaws to ensure that Moreton Bay Basketball can successfully fulfill its Mission into the future.

Responsible for the enhancement of Moreton Bay Basketball's image by being active and visible in the association, community and by working closely with other professional, civic and private organizations.

4. Organisation Operations:

Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

Responsible effective administration of Moreton Bay Basketball Senior Club Competitions.

5. Actual Job Responsibilities

Provide information and respond to all new Senior player enquiries.

Manage the creation of Senior teams at the beginning of each season and input into SportsTG/Sportingpulse.

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Assist in preparing an annual budget, in consultation with the other members of the board, projecting income and expenditure for the financial year of the Association.

Complete and manage each seasons' draw.

Complete and manage each seasons' final series.

Prepare the Grand Final trophies and presentation.

Assist with the marketing and development of the Senior competition within MBBI.

Assist in identifying potential Representative Players

Ensure each Senior team has the equipment they require.

Maintain SportsTG/Sportingpulse in matters regarding Senior Teams.

Maintain SportsTG/Sportingpulse in matters regarding Senior Competition Draw.

Maintain SportsTG/Sportingpulse in matters regarding Senior Competition results.

Assist the Representative Coordinator with the end year/season presentation of the Association.

Booking approved venues for the Senior Competition.

Approve invoices for processing for matters relating to the Senior Competition.

Ensuring written handover to the incoming treasurer

Other duties as assigned by the Board.

6. Professional Qualifications Desired

Transparent and high integrity.

Willingness or experience and skill in working with a Board of Directors.

High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.

Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.

Previous success in establishing relationships with individuals and organisations of influence including funders, partner agencies and volunteers.

Solid organizational abilities, including file keeping, recording, planning, delegating, program development and task facilitation.

Strong written and oral communication skills.

Strong work ethic with a high degree of energy.

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