Committee Position Descriptions

Title: President

Function:

- The President's primary responsibility is to ensure the Committee carries out its governance role in an efficient manner, and oversees the proper functioning of a properly informed Committee.

Responsibilities:

- Act as chairperson at all meetings and ensure they are ran efficiently and effectively.
- Oversee the activities of the Association and committee and the attainment of the Association's objectives.
- Be aware of all current and future Association activities.
- Attend committee meetings as scheduled (approximately 10 per year).
- Ensures there is fair discussion on each issue and that all points are expressed before a decision is reached
- Act as a signatory for the Association in all legal and financial purposes.
- Act in an unbiased and impartial judge in all decision making functions.
- Prepare a Presidents report for presentation at the Annual General Meeting
- Act as official spokesperson for the Association.
- Control and coordinate activities of the Association.
- Convene regular meetings of the committee (minimum monthly).
- Ensure that all members perform their duties in a manner consistent with the objectives of the Association.
- Vote as an Association member in all ballots and have a casting vote in the event of a tie.

Title: Vice President

Function:

- The Vice President's primary role is to assist the President and to take on the roles and responsibilities of the President in his/her absence.

Responsibilities:

- Support and assist the President in the running of the Association.
- Attend committee meetings as scheduled (approximately 10 per year).
- Assist with decision-making, settlement of disputes/issues.
- Be an alternate signatory for the Association for legal purposes and financial purposes.
- In the absence of the President the Vice-President will take on the role and activities of the President.
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- Act as a spokesperson for the Morwell Basketball Association, when requested, and represent the Association to outside parties.
- Show the qualities and be prepared to accept the same responsibilities as the President

Title: Treasurer

Function:

- Rresponsible for providing financial transparency and accountability to the Committee, and for ensuring that processing and reporting requirements are met. The Treasurer also provides an assurance of the ongoing financial viability of Morwell Basketball Association to the Committee.

Responsibilities:

- Keep accurate records of all financial transactions and maintain the Association's bank accounts.
- Prepare annual budget for the financial year.
- Attend committee meetings as scheduled (approximately 10 per year).
- Present a report of the financial affairs of the Association at monthly committee meetings.
- Produce an audited statement of financial affairs for the Annual General Meeting.
- Ensure all signatories are up to date with current committee registered at the bank.
- Safeguard online banking information (ie: login and password).
- Organise floats as required.
- Produce miscellaneous invoices as required.
- Track payments through On-line bank accounts.
- Promptly bank all monies received.
- Promptly pay all invoices received.
- Reconcile bank statements.

Title: General Committee

Function:

- The General Committee is responsible for the management and coordination of the Morwell Basketball Association on behalf of its members.
- Committee members should have a commitment to the Association and sufficient time available to devote to the Committee and it's tasks

Responsibilities:

- Attend committee meetings as scheduled (approximately 10 per year).
- Uphold the Associations Code of Conduct.
- Play an active role on the committee and be prepared to take on additional tasks when allocated.
- Act as role models to the member of the Morwell Basketball Association.
- Promote the Morwell Basketball Association at every opportunity.
- Be available to help with standard committee duties such as:
    - Assisting in the organisation and effective running of the Morwell Junior Tournament.
    - Assist in the organisation and effective running of both the Junior & Senior domestic basketball competitions.
    - Assist in the preparation of & attend Squad Presentation day.
- Regularly communicate with members and responding to feedback through the appropriate channels.
- Take action on any concerns or comments raised by a member by passing it on to the relevant committee member and/or raising it at committee meeting. Follow-up with the member to ensure a satisfactory outcome.
- Support and promote the Association's beliefs in fair play and good sportsmanship.
- Make decisions that are in the best interest of the Association and not for individual gain.
- Advise the Committee of potential sponsorship opportunities for the Association.
- Be available to all members to hear any concerns or comments they may have.
- Support and enforce Association rules.
- Show leadership skills and a willingness to accept responsibility.