

Committee Member Roles and Responsibilities

The “Committee” means the committee established to manage the Club under Clause 19 of the Club’s Constitution.

Committee Membership

The Executive Committee shall consist at a minimum of the following office-bearers of the Club:

- President
- Vice President
- Secretary
- Treasurer

The Committee may in its absolute discretion appoint additional office-bearers to the Committee, including but not limited to:

- Uniform Coordinator
- Boys/Girls Coordinators
- Age Group Coordinators
- Fundraising Coordinator

The Committee also seeks support through Assistant Positions to support the operations of the Committee. The Assistant Positions are not part of the Executive Committee, but incumbents are required to provide support to the executive positions and be prepared to attend Committee meetings in the absence of the Committee member. Assistants are expected to be willing to step into the respective executive position should the incumbent resign their position.

Committee Members Tenure and Elections

Committee Members hold their positions until the conclusion of the Annual General Meeting in the year following the date of their election. They are eligible for re-election. In the event of a vacancy in the Committee, the Committee may appoint a Member to fill the vacancy until the conclusion of the next Annual General Meeting.

Following are summaries of roles and responsibilities.

President

The President plays a crucial role in ensuring the ongoing good governance of the Club and with the Executive Committee has overall responsibility in seeing the Club is run efficiently administratively, financially, and socially. Provides leadership and direction to the Club’s Committee, office bearers, officials, and members. Ensures the Club meets its obligations to its members and is run in accordance with the Constitution. Acts as chairperson at all executive, special and committee meetings and the Annual General Meeting. Represents the Club at Association level and is the initial point of contact between Southern Districts Basketball Association and the Club.

Vice President

The Vice President assists the President in the management and administrative operation of the Club and provides leadership and support to members. In the absence of the President, take on the role and activities of the President.

Treasurer

The Treasurer plays a crucial role in ensuring the ongoing financial stability and viability of the Club through effective and transparent management of Club funds. Together with the Executive Committee, the Treasurer is responsible for the financial management and sustainability of the Club. The Treasurer keeps accurate up-to-date records and all documentation for payments made including receipts, invoices, and statements. The Treasurer ensures all payments are approved or ratified by the Executive Committee and recorded in the minutes of the meetings. Ensures all signatories are up to date and registered with the bank. Safeguards online banking information (ie: login and password). Presents regular breakdowns and financial reporting of income and expenditure to the Executive Committee. Prepares and presents financial statements to committee meetings and for the annual report. Prepares annual financial accounts for auditing and provides the auditor with information as required.

The Treasurer needs to have financial management skills to complete core tasks and if not, they will be provided with the relevant training for this area of responsibility.

Secretary

The Club's Secretary is responsible for the efficient management, coordination, communication, and smooth running of all administrative tasks. Issues notices of meetings and prepares and distributes meeting agenda. Records minutes of meetings and distributes to all Committee members in a timely manner and no less than 7 days before the next meeting. Collect, record and report on all inward and outward correspondence. Be responsible for the safe custody of books, documents, and securities of the Club.

Boys/Girls Coordinator

Supervise and be responsible for the proper registration of all players and teams involved in the competitions. Be first point of contact for Age Coordinators regarding teams, players and coaches prior to issues being raised with Committee.

Age Coordinator

Supervise and be responsible for the proper registration of all players and teams involved in the junior competitions. Be first point of contact for parents regarding teams, players and game rosters prior to issue being raised with the relevant Coordinator. Attend Club meetings and report any information and issues back to Committee.

Uniform Coordinator

Responsible for the safe-keeping, distribution and maintenance of Club equipment and uniforms. Distributing and liaising with team managers and collecting all uniforms at season's end. Provide reports to Committee on any issues regarding uniforms and requirements for new uniforms.

Fundraising Coordinator

Identify opportunities for engaging the Club, its members, and the general community in supporting the Club in social and fundraising activities.