

Position Descriptions for Committee Roles

Langwarrin Basketball Club

President

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

Responsibilities and Duties

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club/group at local levels
- Act as a facilitator for club/group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Lead the culture and purpose of the club

Knowledge and skills required

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisation members

Vice President

The Vice- President's role is to support, assist and backup the President's roles and responsibilities.

Responsibilities and Duties

- Assist to manage committee and/or executive meetings
- Assist management the annual general meeting
- Represent the club/group at local levels
- Act as a facilitator for club/group activities

Knowledge and skills required

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisation members

Secretary

The secretary is the key administration officer of the club. This person provides the link between members, the club executive committee and outside agencies (such as other clubs and organisations). The position of secretary is critical to the successful management of any club or organisation. The secretary is often the first point of contact for people interested in the club who need information or details about activities. An effective secretary also helps in coordinating club events such as meeting schedules, working bees and fundraising activities.

Responsibilities and Duties

- Mail/correspondence – inward/outward
- Meeting procedures (including minutes)
- Communication and public relations – inward/outward
- Record maintenance and filing systems
- Word processing
- Administration supplies/equipment/keys

Knowledge and skills required

- Administration Skills
- Well organized
- Task and time efficient
- Good communicator
- Competent word processing skills
- Telephone skills

Treasurer

The Treasurer must be accountable to the management committee and ultimately the members of a sport or recreation organisation for all financial transactions. Separation of powers and conflict of interest are important concepts in this regard. In order to minimise the risk of errors, misuse of funds or fraudulent activities, all financial transactions (eg receipting cash or making payments) should pass through at least two parties within an organisation. Most finish their financial year one or two months prior to the annual general meeting (AGM). This allows time to get the accounts in order and have them audited in time for presentation at the AGM.

Responsibilities and Duties

- Ensure that adequate accounts and records exist regarding the organisation's financial transactions including accurate and up-to-date records of all income and expenditure
- Issue receipts and promptly deposit all monies received in the organisation's bank account
- Make all approved payments and invoice groups/members promptly
- Act as the signatory to the organisation's bank accounts (with at least one other management committee member)
- Manage the organisation's cash flow and be accountable for the organisation's petty cash
- Prepare and present regular financial statements to the committee at meetings
- Regularly file business activity statements (including GST) with the relevant authorities, where applicable
- Prepare financial accounts for an annual audit, and provide the auditor with information as required
- Prepare an annual financial report

Knowledge and skills required

- Honesty and integrity
- Good organisational skills
- A good eye for detail and an ability to keep good records
- Good at making decisions
- An ability to work in a logical and orderly manner
- An awareness of procedures for handling cash, cheques and other financial transactions

Uniform Steward/Officer

The Uniform Officer is responsible for the management of the uniform ordering and organisation of uniform numbers to players.

Responsibilities and Duties

- Responsible for the purchasing of uniforms
- Liaising with suppliers as required
- Uniform invoices and payments calculated and lodged as per club requirements

Knowledge and skills required

- Ability to organise tasks
- Communicate effectively and possess good interpersonal skills

Training Venue Hire Coordinator

The Training Venue Hire Coordinator is responsible for the management of the allocation of training venues to teams and the collection of fees associated with the hire.

Responsibilities and Duties

- Responsible for the coordination of training venues for teams
- Liaising with venues / owners as required
- Collection of hiring fees and payment of invoices

Knowledge and skills required

- Ability to organise tasks
- Communicate effectively and possess good interpersonal skills