

# **North Gold Coast Seahawks Board Role Descriptions and Overview**

**Core focus for board members of the association is to assist the organisation per our constitutional objectives:**

The objects of the association are:

- To conduct basketball competitions for junior and senior players both female and male.
- To develop and promote the game of basketball at the amateur level on the Gold Coast and its environs.
- To instruct and educate players, referees, coaches, and volunteers in the conduct of the game.
- To form teams to represent the association at interregional and intrastate competitions.
- To organise tournaments, camps, and representative fixtures for the purpose of promotion of basketball on the Gold Coast and its environs.

## **Board Composition and Terms**

Members of the management committee of the association will be:

- President
- Vice-President
- Treasurer
- Secretary
- Min 3 to a max 5 General Committee Positions as approved by the management committee

A member of the management committee other than the secretary must be a member of the association. The secretary shall be a non-voting member of the management committee, but shall be counted for the management committee's quorum processes if selected from outside the eligible members of the club.

## **POWERS OF THE MANAGEMENT COMMITTEE**

Subject to the Act and the Constitution, the business of the association shall be managed and the powers of the association shall be exercised by the management committee. In particular, the management committee shall act in accordance with the Objects and shall operate for the benefit of the Members and the community.

The operational and day to day function of the association is delegated to the General Manager.

## **MEETINGS OF MANAGEMENT COMMITTEE**

The management committee may meet and conduct its proceedings as it considers appropriate but must meet at least every 10 weeks to exercise its functions. This equates to a min 6 meetings per year or additional meetings as required.

## **TENURE OF BOARD MEMBERS**

The President shall be elected for a 2 year term on each odd calendar year and the Treasurer shall be elected for a 2 year term on each even calendar year.

Board Members ( Secretary, Vice President and Committee Members ) who were elected at an annual general meeting is vacated on the date of the second annual general meeting after the annual general meeting at which the committee member was elected.

To facilitate this Tenure period in 2020 the Treasurer and two current board members will stand down and can re-nominate for election. In 2021 the President and remaining 3 current board members will stand down and can re-nominate for election.

Should the board add to the current seven person structure then that additional management committee role will be a two year tenure from the AGM in which a person is elected.

# Position Descriptions:

## President:

The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

### **Knowledge**

To successfully undertake the role of President the roles requires the person:

- ☐ To be well informed of all club activities, especially those of all sub committees
- ☐ Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- ☐ Strong understanding of the legal and compliance obligations of running the club
- ☐ Working knowledge of employment laws and regulations
- ☐ Must hold a Blue Card
- ☐

### **Governance**

Key governance responsibilities include ensuring the club:

- ☐ Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- ☐ Implements strong financial controls to protect the cash and assets of the club in conjunction with the treasurer
- ☐ Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections in conjunction with the treasurer
- ☐ Ensure compliance and legislative obligations are meet
- ☐ Ensure the health and safety of all club participants
- ☐ All club positions, roles and sub committees have regularly reviewed position descriptions
- ☐ All club activities are documented in operations manuals, policies and procedures
- ☐ Act as key liaison with the clubs General Manager and other staff where appropriate

## **Meetings, communication and key relationships**

Running meetings and communicating to stakeholders are core responsibilities of a club President including:

- ☐ Setting the agenda for each committee and general meeting, including the clubs annual general meeting
- ☐ Chair all committee meetings
- ☐ Chair the annual general meeting
- ☐ Act as a spokesperson for the club and represent it locally, regionally and nationally as required
- ☐ Regular meetings and reviews with the clubs General Manager
- ☐ Liaise with all relevant stakeholders
- ☐ Ensure the key stakeholder relationships of the club are maintained and nurtured

## **Requirements**

The President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

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

## **Induction of the incoming President**

An important responsibility of outgoing President is to train, mentor and support the incoming President

## **Essential Skills & requirements**

- ☐ Can communicate effectively
- ☐ Is well informed of all other tasks
- ☐ 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, staff and subcommittees

- ☐ Is a supportive leader for all member's.
- ☐ Able to chair committee or executive meetings.
- ☐ A good understanding of the sporting and competition requirements at local, regional and higher levels.
- ☐ Unbiased and impartial on all issues.
- ☐ Be discreet and able to maintain confidentiality on relevant matters
- ☐ Receptive to change.
- ☐ Dedicated club person.

## **Treasurer:**

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash and assets, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

### **Empowering the committee to manage the financial affairs of the club**

- ☐ Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee
- ☐ Ensure the accounting system records all financial transactions as well as a maintained a list of club assets and liabilities.
- ☐ Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
- ☐ Provide regular profit and loss reports and balance sheet to the committee (generally presented at each committee meeting)

### **Protect the club's assets, cash and the volunteers who manage them**

- ☐ Implementing financial management procedures which protect both the club's funds and assets
- ☐ Control the club bank account(s), ensuring only those authorised are bank account signatories
- ☐ Ensure that all payments are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made) and as per the constitution
- ☐ Ensure all revenue is collected using online payments/eftpos
- ☐ Ensure all approved expenditure is paid as when it falls due
- ☐ Ensure all moneys due to the club are collected

### **Financial reporting**

- ☐ Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- ☐ Produce the financial report to members to be presented at the Annual General Meeting
- ☐ Undertake all legislatively required reporting and submissions

## **Essential Skills**

- ☐ Enthusiastic and well organised.
- ☐ Honest and trustworthy.
- ☐ Be discreet and able to maintain confidentiality on relevant matters
- ☐ Financial accounting or book keeping experience preferred.
- ☐ Computer skills
- ☐ Must hold a Blue Card

## **Requirements:**

The Treasurer 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

If at any stage the Treasurer 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.

## **Updating key documents**

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

## **Induction of the incoming Treasurer**

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.

## **Secretary:**

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

The Club Secretary is generally the clubs nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

The Secretary is responsible for the administrative tasks of the club including:

### **Legislative responsibilities**

The secretary will also act as the "public officer" of the club so generally becomes the clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

- ☐ Notifying the relevant government body of their appointment
- ☐ Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
- ☐ Ensure there is a maintained club's membership database

### **Meetings**

- ☐ In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- ☐ Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- ☐ Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people.
- ☐ Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
- ☐ If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.

- ❑ Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

## **Knowledge Management**

- ❑ Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by laws, and position descriptions

## **Requirements:**

The Secretary 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
- Must hold a Blue Card
- Be discreet and able to maintain confidentiality on relevant matters

If at any stage the Secretary 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.

## **Updating key documents**

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

## **Induction of the incoming Secretary**

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary.

## **Vice President:**

The role of Vice President generally is to work closely with and support the club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. (In accordance with club rules)

The role of Vice President is the ideal position for those considering becoming club Presidents in the future, as the Vice President should work closely President to support them to undertake the leadership and governance responsibilities of the club.

The general role of the Vice President is too support the President, assisting them to for fill their responsibilities.

### **Knowledge**

To successfully undertake the role of Vice President the roles requires the person:

- ☐ To be well informed of all club activities, especially those of all sub committees
- ☐ Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- ☐ Strong understanding of the legal and compliance obligations of running the club

### **Governance**

The Vice President will assist the President ensure the club undertakes its key governance responsibilities include ensuring the club:

- ☐ Defines and documents its club culture and behaviours these are continually communicated to members, players, coaches, supporters and volunteers
- ☐ Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- ☐ Ensure compliance of all obligations and the health and safety of all club participants
- ☐ Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- ☐ All club positions and roles have regularly reviewed position descriptions
- ☐ Activities are documented in operations manuals, policies and procedures
- ☐ Volunteers are trained and supported throughout the year to undertake their roles successfully

## **Meetings, communication and key relationships**

The Vice President will:

- ☐ Assist the President to set the agenda for each committee meeting and general meeting, including the clubs annual general meeting

In the absence of the President, the Vice President will:

- ☐ Chair committee meetings
- ☐ Chair the annual general meeting
- ☐ Act as a spokesperson for the club and represent it at locally, regionally and nationally as required
- ☐ Ensure all responsibilities of the President are undertaken

### **Requirements:**

The Vice President 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
- Must hold a Blue Card

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

## **Updating key documents**

At the end of each year a key activity of the Vice President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Community Soccer Hub secretary prior to the Annual General Meeting each year.

## **Induction of the incoming Vice President**

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

### **Requirements:**

- ☐ Can communicate effectively
- ☐ Is well informed of all other tasks 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
- ☐ Is a supportive leader for all organisations member's.
- ☐ Able to chair committee or executive meetings.
- ☐ A good understanding of league requirements at local, regional and higher levels.
- ☐ Unbiased and impartial on all issues.
- ☐ Be discreet and able to maintain confidentiality on relevant matters
- ☐ Receptive to change.
- ☐ Dedicated club person.

## **Committee:**

The role of a general committee member is to provide support to the President, Secretary and other General Committee members to ensure the ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

The general responsibilities of committee members are wide and varied and may include, but certainly not limited to the following responsibilities.

### **Knowledge**

To successfully undertake the role of a committee member they should:

- ☐ Be well informed of all club activities, especially those of all sub committees
- ☐ Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- ☐ Have an understanding of the legal and compliance obligations of running the club

### **Governance**

Committee members generally contribute to the development, definition and delivery of the following club activities and responsibilities:

- ☐ Culture and behaviours
- ☐ Goals and objectives and documented strategies and implementation plans on how they will be achieved
- ☐ Identification and formulation of budgets and cash flow projections for the upcoming year
- ☐ Ensuring compliance and legislative obligations are met
- ☐ Ensure the health and safety of all club participants
- ☐ Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- ☐ Volunteers are trained and supported throughout the year to undertake their roles successfully
- ☐ Assist the President and Secretary in their duties as required
- ☐ Undertake tasks at the request of the President or General Committee.
- ☐ Undertake club portfolios specified by the President or Committee members

## **Participating in Meetings**

Attending and actively participating and contributing in committee meetings is a core function of a committee member.

### **Requirements:**

- ☐ Dedicated club person
- ☐ Ability to provide calculated opinion in group discussions at committee meetings
- ☐ Outgoing personality
- ☐ Effective communicator
- ☐ Be discreet and able to maintain confidentiality on relevant matters
- ☐ Must hold a Blue Card

### **Requirements**

General Committee members are 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

### **Portfolio Areas of Responsibility:**

All committee members and/or executive committee members must also be able to take responsibility for a key area of co-ordination for sub committees as required including but not limited to:

- Senior Rep
- Junior Rep
- Fundraising / Marketing
- Volunteers Committee
- Clubs Liaison

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

### **Updating key documents**

At the end of each year a key activity of the General Committee will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Committee Members**

An important responsibility of outgoing General Committee member is to train, mentor and support the incoming General Committee members.