

SBA BOARD

POSITION DESCRIPTIONS

ALL DIRECTORS

The responsibilities of a Director includes:

- To ensure compliance with the SBA Constitution and the *Associations Incorporation Act 1984* NSW and with all reasonable requirements of governing associations (BNSW and Basketball Australia);
- To act honestly and in the best interests of SBA at all times;
- Exercising care, skill and diligence in carrying out the role of Director;
- Supporting the achievement of SBA's Strategic Plan;
- To lead, advise and support the activities of SBA;
- To ensure the effective management, maintenance and security of SBA assets;
- Attending functions as required by SBA and support authorised activities of SBA; and
- Acting as a role model and representing SBA in a positive and professional manner at all times.

CHAIRPERSON

Highly recommended 2 or more years' experience/qualifications in Business or other Board experience minimum 2 years.

Responsibilities include:

- Chair all meetings of the SBA Board, General Meetings and Special Meetings in accordance with the SBA Constitution;
- Assume responsibility for SBA'S achievement of it's mission, Strategic Plan and financial objectives;
- Assure that SBA is making consistent and timely progress toward the fulfilment of it's Strategic Plan;
- Guide the Directors of SBA in the performance of their duties and assure that the Directors fulfil their responsibilities for the governance of SBA;
- Being the SBA spokesperson and representing SBA on official occasions;
- Establish the tone within which the SBA administration will work; and
- Institute a system of guided democracy.

FINANCIAL DIRECTOR

Highly recommended 2 or more years Accounting or bookkeeping experience/qualification

In addition to the duties contained in the *Associations Incorporations Act 1984* NSW, the Financial Director's responsibilities include:

- To maintain an accurate record of all expenditure and income
- Ensure Audits are completed as required;
- To ensure all invoices and receipts are issued and paid;
- Actively pursue Government grants

- Help monitor SBA's financial investments;
- To present an accurate financial report at each Board meeting;
- To prepare SBA's budget to give guidance and direction to the financial control and development of SBA; and
- Stay current with SBA's activities and be prepared to offer practical and financial suggestions and advice.

SECRETARY

Highly recommended 2 or more years Office or Business Management and advanced computer, stakeholder engagement and conflict resolution skills

- Convene, organise, record and distribute minutes of Board meetings.
- Prepare meeting notices and Agenda with the assistance of the Chairperson; and
- Receive and process all correspondence.