



SHOALHAVEN BASKETBALL ASSOCIATION BOARD POSITION DESCRIPTIONS

DIRECTOR

Job Purpose	The Board Director will fulfil their duties and responsibilities acting ethically, with appropriate independence, and putting SBA's interests before personal interests.
Job Responsibilities	<p>Primary responsibilities for the role of a director include:</p> <ul style="list-style-type: none"> • Upon election to the Board, induction and training procedures as provided by the Board are to be taken. • Consider, debate, and vote on issues before the Board, based on the best interests of SBA. • Comply with SBA Constitution and the <i>Associations Incorporation Act 1984</i> NSW and with all reasonable requirements of governing associations (BNSW and Basketball Australia). • Implement SBA's Strategic Plan. • Review and approve SBA's systems for financial control and risk management. • Commitment to attend all meetings, ensuring apologies in advance for unavoidable absences. • Contribute to the discussion and resolution of issues. • Declare any conflict of interest with SBA. • Participate in Board approved fundraising and community promotions of SBA. • Undertake administrative duties as required. • Monitor SBA's performance and evaluate the achievements of the Strategic Plan, including budget outcomes. • Chair relevant SBA Advisory Sub-Committee/s.
People Management	No
Budget Management	Yes – required to work with the Financial Director in managing annual budget
<p>Note:</p> <ul style="list-style-type: none"> • This position requires a Working with Children clearance. • Whilst this a volunteer position, Directors may be required to work on weekends and evenings. • This role will be subject to a National Police Criminal History Check prior to appointment. 	
JOB HOLDER CAPABILITIES	
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of the laws and legislation relating to non-profit organisations. Strong understanding and working knowledge of the SBA Constitution, By-laws, policies and procedures.

	<ul style="list-style-type: none"> • Effective communication and interpersonal skills, with particular emphasis on public speaking, advocacy and teamwork. • Management skills and an ability to collaborate with Board members. • An understanding of change management and strategies to engage and consult with stakeholders to achieve goals. • Well-developed decision-making skills. • Sound financial management skills • Experience in sport, particularly basketball or a willingness to gain an understanding and knowledge of the role, sporting context and activities of the business is essential. <p>A Director must demonstrate a commitment to the SBAs Strategic Plan as well as a willingness to role model the SBA's values.</p>
Qualifications and Experience	<ul style="list-style-type: none"> • Qualifications in Law, Governance, Finance or Business (preferable) • Experience in a directorship role in a not-for-profit, volunteer-based organisation (beneficial).

CHAIRPERSON (Note this position is appointed by the Board annually)

Job Purpose	The Chair is the nominal Board head of SBA and will act as chair of any Board meeting or General Meetings at which he/she is present.
Job Responsibilities	<p>Primary responsibilities for the role of the Chair include:</p> <ul style="list-style-type: none"> • Ensure that discussions at meetings relate to the roles and responsibilities of the Board (as per the SBA Constitution and policies). • Provide the right environment for consideration of issues of significance, ensuring all Directors can express views and have them considered. • Facilitate discussion and decisions on governance process, the SBA Constitution, and strategic objectives. • Oversee the monitoring, and review of the Strategic Plan. • Role model SBA's culture, including providing a welcoming Board environment. • Work with the SBA staff to ensure SBA operates in an ethically, environmentally, and socially responsible manner. • Oversee the recruitment, induction, and training of Board members.
People Management	<p>Yes, required to support</p> <ul style="list-style-type: none"> • the Directors of the Board and any portfolio duties • The SBA staff in the execution of SBA Strategic Plan
Budget Management	Nil
<p>Note:</p> <ul style="list-style-type: none"> • This position requires a Working with Children clearance. • Whilst this a volunteer position, Directors may be required to work on weekends and evenings. • This role will be subject to a National Police Criminal History Check prior to appointment. 	

JOB HOLDER CAPABILITIES	
Qualifications and/or Experience	<ul style="list-style-type: none"> • Qualifications in Law, Governance, Finance or Business (preferable) • Previous experience in a not-for-profit, volunteer-based organisation is preferable
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of the laws and legislation relating to non-profit organisations. • Strong understanding and working knowledge of the SBA constitution, By-laws, policies and procedures of the Board. • Expertise in finance, governance, business and communication. • Sound skills in applying risk management principles and understanding the political sporting landscape. • Experience in facilitating decision making processes. • Ability to foster and sustain positive relationships. • Honesty and trustworthiness. • Sound interpersonal and leadership skills.

SECRETARY (Note this position is appointed by the Board)

Job Purpose	The Secretary is the chief administration officer of SBA. In partnership with the Chairperson, the Secretary is responsible for ensuring that SBA is run in accordance with the SBA constitution, By-laws, policies and procedures.
Job Responsibilities	<p>Primary responsibilities for the role of Secretary include:</p> <ul style="list-style-type: none"> • In conjunction with the Chairperson, convene all Board meetings and General meetings. • Prepare and circulate meeting agenda, supporting documents and any other information or reports required for Board meetings and General meetings. • Maintain meeting minutes, ensuring they are signed by the Chairperson and that actions required from meetings are fulfilled. • Manage all general SBA correspondence. • Assist the Chairperson and Board in strategic planning and decision-making. • With support from Board members, complete the Annual Report. • In the absence of an appointed public officer, act as a public officer for SBA, liaising with members of the public, affiliated bodies and government agencies. • Perform the duties and responsibilities as required by the <i>Incorporated Associations Act 1984</i> NSW under which SBA is incorporated.
People Management	Yes – required to support the Chairperson in the management of Board members and portfolio duties.
Budget Management	Nil
<p>Note:</p> <ul style="list-style-type: none"> • This position requires a Working with Children clearance. • Whilst this a volunteer position, Directors may be required to work on weekends and evenings. • This role will be subject to a National Police Criminal History Check prior to appointment. 	

JOB HOLDER CAPABILITIES	
Qualifications and Experience	<ul style="list-style-type: none"> ● Previous experience in a not-for-profit, volunteer-based organisation is preferable. ● Knowledge of the laws and legislation relating to non-profit organisations.
Knowledge and Skills	<ul style="list-style-type: none"> ● Strong understanding and working knowledge of the SBA Constitution, By-laws, policies and procedures. ● Ability to effectively and efficiently implement SBA's administration and management requirements. ● Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines. ● Good organisational, record keeping and people skills. ● Competency in Microsoft product suites. ● Good communication skills including written and oral. ● Possess basic financial management skills. ● Dedicated with a strong work ethic. ● Strong interpersonal skills.