

Executive Committee Member Roles and Responsibilities

The “Executive Committee” means the committee established to manage the Club under Clause 12 of the Club’s Constitution.

Executive Committee Membership

The Committee consists of eight elected Members holding the following ‘executive’ positions:

- President
- Vice President
- Secretary
- Treasurer
- Public Officer
- Junior Coordinator
- Senior Coordinator
- Uniform Coordinator

The Committee also seeks support through Assistant Positions to support the operations of the Committee. The Assistant Positions are not part of the 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 would be 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 two years 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 the Association (A.C.T. Basketball Incorporated) 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 maintains the Club's bank deposit and cheque books and 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.

Junior 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 Committee. Attend Association meetings relating to junior matters and report any information and issues back to Committee.

Senior Coordinator

Supervise and be responsible for the proper registration of all players and teams involved in the senior competition. Be first point of contact for coaches and players regarding Club matters prior to issue being raised with Committee. Attend Association meetings relating to senior matters 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. To provide accurate accounts of incoming and outgoing monies pertaining to the provision of equipment and uniforms to the Treasurer. Provide reports to Committee on any issues regarding uniforms and equipment and requirements for new uniforms and equipment.

Public Officer

Responsible for ensuring the Registrar – General's Office is notified of any changes to the Club's constitution or Committee representatives and receives the Club's annual financial report and AGM minutes. The Public Officer must be a resident of the ACT.