

## Committee Member Roles and Responsibilities

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

### ***Committee Membership***

The Committee shall consist at a minimum of the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Public Officer

which shall constitute the Executive Committee of the Club.

The Executive Committee may in its absolute discretion create additional positions on the Committee, including but not limited to:

- Junior Coordinator
- Senior Coordinator
- Uniform Coordinator

### ***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 for the remaining period of time the vacant position was due to run for.

\* The Committee may in its absolute discretion also appoint up to two General Member positions to support the operations of the Committee. A General Member so appointed holds office until the conclusion of the next Annual General Meeting after the date of appointment, unless released from office by the Committee at any time beforehand.

Following are summaries of Committee 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 accounts 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, resources and support 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 all records and other documents, other than accounting records, relating to the Club.

## Public Officer

Responsible for ensuring the Club is compliant with the ACT Governments' incorporated associations obligations. Advise the relevant office of the ACT Government of any changes to the Club's constitution, Committee particulars, registered address. Lodge any documents and returns required by the ACT Government. The Public Officer must be a resident of the ACT.

## Junior Coordinator – Boys/Girls

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 Officer

Responsible for the safe-keeping, distribution and maintenance of Club equipment and uniforms. 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.

## Note - WWVP Compliance

All persons engaged in a regulated activity as defined by the Working with Vulnerable People (WWVP) Scheme must have a current WWVP registration card if they are in a position with the Club that requires it.