



MANDURAH BASKETBALL ASSOCIATION

**BOARD OF DIRECTORS**

**Portfolio Director (Volunteer) Position Description**

<b>DIRECTOR TITLE:</b>	<b>Community Development Director</b>
<b>Estimated weekly commitment:</b>	15 hours
<b>Overview:</b>	<ul style="list-style-type: none"> <li>• Government funding</li> <li>• Volunteers</li> <li>• Grants</li> <li>• DSR and other Government agencies</li> <li>• MARC/City of Mandurah</li> <li>• BWA</li> </ul>
<b>Recommended attributes particular to portfolio:</b>	<p>Skills and experiences:</p> <ul style="list-style-type: none"> <li>• Experience in liaising and negotiating with Authority bodies</li> <li>• Ability to engage and maintain professional relationships</li> <li>• Excellent time management skills</li> <li>• Successful Grant submission experience</li> <li>• Highly developed research skills</li> <li>• A well developed understanding of Volunteer requirements and needs across all programs of MBA</li> <li>• Excellent attention to detail</li> <li>• Strong administration skills</li> <li>• Experience in leading staff or volunteers</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Community Development or Management or Leadership or Human Resources or Public Service sector</li> </ul>
<b>Important information:</b>	<p>Under section 39 of <i>the Associations Incorporation Act 2015</i>, the following persons must not act as a Director of a management committee of an Association:</p> <ul style="list-style-type: none"> <li>• A person who is, according to the <i>interpretation Act 1984</i> section 13D, a bankrupt or person whose affairs are under insolvency laws;</li> <li>• A person who has been convicted, within our State of –an indictable offence in relation to the promotion, formation or management of a body corporate; or an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or an offence under Part 4 Division 3 or section 127 of the Act</li> </ul>



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	Section 39 only applies to a person who has been convicted of the above offences only for period of 5 years from the time of the person's conviction, or if the conviction results in a term of imprisonment, from the time of the person's release from custody.
<b>Other requirements:</b>	All MBA Directors must agree to compliance to a standard of behaviour and responsibility, through provision of a signed prescribed MBA Board of Directors Code of Conduct statement.

**Responsibilities include:**

- Provide leadership and maintain cohesion (be a team player)
- Represent the decisions of the MBA Board of Directors
- Liaise with MBA Operations
- Consult with Development Personnel
- Represent Community Development matters at Board of Directors meetings
- Attend Board of Directors meetings as scheduled
- Administer the Community Development portfolio
- Oversee all relevant Member Protection policies/procedures (in conjunction with other Board of Directors)
- Oversee complaints, concern and feedback (in conjunction with other Board of Directors)
- Maintain any necessary compliance and audits as required by governing bodies
- Ensure that policies and procedures are being adhered to
- Assist with AGM planning
- Assist with strategic plan review and adherence
- Provide budget oversight
- Oversee all Grants and Government funding applications
- Explore available funding opportunities
- Liaise with all stakeholders
- Liaise and negotiate with relevant funding and governing bodies
- Coordinate Life Member selection process in consultation with Board and key stakeholders
- Oversee organisation volunteer registry, including screening processes, inductions, recruitment, training, recognition and growth
- Monitor the progress of Volunteerism within MBA, as it aligns to the Strategic Plan
- Report to the MBA President, provide portfolio reports for each Board meeting and actively participate in six (6) monthly portfolio reviews



## Relevant Polices and/or Procedures

- Life Membership
- Staff and Volunteer Professional Development
- Medical/First Aid (in collaboration with MBA Operations Manager and MARC)
- Volunteer Selection and Management policies (Committees etc – in collaboration with other relevant portfolio Directors)
- Centralised Complaints/Grievance System (linked to grievance policy and MPP. Collaborate with SBL, Domestic and Junior Representation portfolios)
- Coach and Team staff selection and review (in collaboration with SBL and Junior Representation portfolios)