



MANDURAH BASKETBALL ASSOCIATION

## BOARD OF DIRECTORS

### Portfolio Director (Volunteer) Position Description

<b>DIRECTOR TITLE:</b>	<b>Development Director</b>
<b>Estimated weekly commitment:</b>	15 Hours
<b>Overview:</b>	<ul style="list-style-type: none"> <li>• Basketball development</li> <li>• Development staff</li> <li>• Athletes</li> <li>• Coaches</li> <li>• Referees</li> </ul>
<b>Recommended attributes particular to portfolio:</b>	<p>Skills and experiences:</p> <ul style="list-style-type: none"> <li>• Extensive experience in coaching</li> <li>• Refereeing experience</li> <li>• Strong administration skills</li> <li>• A well developed understanding of representative basketball</li> <li>• Leadership or managing staff experience</li> <li>• Excellent interpersonal skills</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Teaching/Education or Coaching or Sporting sector qualifications or Management or Human Resources</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> <p>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.</p>



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<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.
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### Responsibilities include:

- Provide leadership and maintain cohesion (be a team player)
- Represent the decisions of the MBA Board of Directors
- Liaise with MBA Operations
- Oversee the Development Personnel and work closely with the Junior Representative Director and committee and MBA referee coordinator
- Represent Development matters at Board of Directors meetings
- Attend Board of Directors meetings as scheduled
- Administer the 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
- Assist with any by-laws review and adherence
- Provide budget oversight
- Establish a Development Committee of suitably experienced people
- Liaise, advise and participate on selection processes for quality junior representative Team Coaches (in collaboration with the Junior Representative Director and a establish a relevantly experienced selection panel)
- Coordinate trials in consultation with the Junior Representative Director, MBA Operations, Development staff and a relevantly experienced selection panel
- In consultation with the Finance Director, set and review fee structures for development programs
- Promote programs of high performance/state development opportunities in conjunction with Development personnel and the MBA Relations Director
- Attend relevant meetings (eg. BWA)
- Review representative team performances with the view of strategic improvement
- Oversee Referee training, improvement and recruitment opportunities (in conjunction with MBA Referee Coordinator)



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- 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

- Communications
- Social media
- Media templates
- WABL and Development trials and guidelines
- WABL by-laws (from BWA)
- By-laws
- Coach selection and guidelines
- Technical and unsportsmanlike foul (collaboration with relevant Board Directors)
- Centralised Complaints/Grievance System (linked to grievance policy and MPP. Collaborate with SBL, Domestic and Junior Representation portfolios)
- Athlete, Coach and Team staff selection and review (in collaboration with Development and MBA Relations portfolios)