



MANDURAH BASKETBALL ASSOCIATION

**BOARD OF DIRECTORS**

**Portfolio Director (Volunteer) Position Description**

<b>DIRECTOR TITLE:</b>	<b>Domestic Director</b>
<b>Estimated weekly commitment:</b>	20 Hours
<b>Overview:</b>	<ul style="list-style-type: none"> <li>• MBA Domestic and grassroots competitions</li> <li>• Competition staff</li> <li>• Domestic Clubs committee</li> </ul>
<b>Recommended attributes particular to portfolio:</b>	<p>Skills and experiences:</p> <ul style="list-style-type: none"> <li>• Extensive experience in grassroots sports</li> <li>• Strong administration skills</li> <li>• A well developed understanding of the Mandurah/Peel demographic</li> <li>• Leadership or managing staff experience</li> <li>• Excellent interpersonal skills</li> <li>• Organisation and time management skills</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Management or Human Resources or Administration</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>



MANDURAH BASKETBALL ASSOCIATION

**Other requirements:**

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 and Office Administrator
- Represent Domestic matters at Board of Directors meetings
- Attend Board of Directors meetings as scheduled
- Administer the Domestic portfolio
- Liaise with Development personnel
- 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
- In consultation with the Finance Director, set and review fee structures for domestic competitions
- Oversee the smooth operations of the domestic competitions in conjunction with the Office Administrator
- Develop a positive working relationship with the Domestic Clubs committee
- Work closely with the MBA Relations Director to promote the domestic competitions
- Monitor domestic basketball in Mandurah as it aligns with the MBA strategic plan
- With the Development personnel challenge athletes to transition into more competitive competitions
- Establish planning meetings with stakeholders, in conjunction with the Office Administrator
- Maintain and review domestic by-laws and the domestic manual in consultation with stakeholders (DCC) and in collaboration with the Office Administrator
- Oversee the maintenance and suitability of necessary equipment in collaboration with the Office Administrator
- Support the Office Administrator with implementing a grading process



MANDURAH BASKETBALL ASSOCIATION

- Liaising with the Referee Coordinator and Development Director/Personnel regarding athlete, coach and referee development
- Plan and implement domestic season award presentations in conjunction with the Office Administrator
- Develop a new club application process and policy
- Provide review initiatives of domestic competitions
- 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**

- Domestic Manual (and policies within)
- Grading Policy
- Game day procedures
- Technical and Unsportsmanlike fouls
- No tolerance policy
- Player withdrawal and reimbursement
- WABL and Development trials and guidelines
- Domestic 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)