



MANDURAH BASKETBALL ASSOCIATION

BOARD OF DIRECTORS

Portfolio Director (Volunteer) Position Description

DIRECTOR TITLE:	Junior Representative Director
Estimated weekly commitment:	15 Hours
Overview:	<ul style="list-style-type: none"> • Magic junior representative programs including all tournaments/festivals and the WABL program
Recommended attributes particular to portfolio:	<p>Skills and experiences:</p> <ul style="list-style-type: none"> • Excellent time management skills • Strong administration skills • A well developed understanding of junior representative sport • Experience in event management • Leadership or managing staff experience • Excellent interpersonal skills <p>Qualifications:</p> <ul style="list-style-type: none"> • Event management or Sporting sector qualifications or Management or Administration
Important information:	<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"> • A person who is, according to the <i>interpretation Act 1984</i> section 13D, a bankrupt or person whose affairs are under insolvency laws; • 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 <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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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
- Consult with Development Personnel and work closely with the Development Director and committee
- Represent Junior Representative matters at Board of Directors meetings
- Attend Board of Directors meetings as scheduled
- Administer the Junior Representative 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 Junior Representative Committee
- Liaise and coordinate selection processes for junior representative Team Coaches and Managers in collaboration with the Development Director and a relevantly experienced selection panel
- Coordinate trials in consultation with the Junior representative committee, MBA Operations, Development Director and a relevantly experienced selection panel
- Arrange Junior representative team training schedules
- In consultation with the Finance Director, set and review fee structures for Junior representative teams and athletes
- Coordinate Team/program merchandise ordering and delivery
- Oversee uniform and team kit maintenance and collection/return
- Attend BWA WABL and representative meetings as prescribed
- Oversee Referee Coordination (in conjunction with MBA Referee Coordinator and BWA appointed game day Referee supervisors)



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- Ensure sufficient staffing for administration of Home game days/tournaments
- Oversee junior representative staff performance
- Maintain a positive relationship with parents, athletes, coaches and team managers
- Together with the MBA Relations Director, coordinate MBA WABL Facebook page social media requirements and events relating to junior representation such as WABL Presentation evening
- Conduct end of WABL season reviews
- 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)
- Technical and unsportsmanlike foul (collaboration with relevant Board Directors)
- Video/photography/Media passes
- Player withdrawal and reimbursement (in consultation with Finance Director)
- 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)