



MANDURAH BASKETBALL ASSOCIATION

## BOARD OF DIRECTORS

### Portfolio Director (Volunteer) Position Description

<b>DIRECTOR TITLE:</b>	<b>MBA Relations Director</b>
<b>Estimated weekly commitment:</b>	15 Hours
<b>Overview:</b>	<ul style="list-style-type: none"> <li>• Sponsorship</li> <li>• Club culture and climate</li> <li>• Media</li> </ul>
<b>Recommended attributes particular to portfolio:</b>	<p>Skills and experiences:</p> <ul style="list-style-type: none"> <li>• Ability to engage and grow professional relationships</li> <li>• Excellent time management skills</li> <li>• A well developed understanding of the benefits and barriers of sponsorship for businesses</li> <li>• Excellent interpersonal skills (a good conversationalist and listener)</li> <li>• Excellent attention to detail</li> <li>• Strong administration skills</li> <li>• Ability to engage an audience</li> <li>• Experience in social media or marketing</li> <li>• The ability or experience to gauge changes in organisation climate</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Marketing or Management or Human Resources or Sales or Social Services</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</p>



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	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 MBA Relations matters at Board of Directors meetings
- Attend Board of Directors meetings as scheduled
- Administer the MBA Relations 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
- Coordinate and oversee all forms of media and related presentation of the MBA
- Develop a media committee with the necessary skills
- Continually review engagement strategies and responses
- Plan and oversee all MBA events and celebrations
- Oversee all sponsorship recruitment and promotion
- Promote the continuous evolution of Club culture and climate through innovate initiatives and review
- 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
- Sponsorship
- Media templates
- 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)