



MANDURAH BASKETBALL ASSOCIATION

**BOARD OF DIRECTORS**

**Portfolio Director (Volunteer) Position Description**

<b>DIRECTOR TITLE:</b>	<b>President</b>
<b>Estimated weekly commitment:</b>	25 Hours
<b>Overview:</b>	<ul style="list-style-type: none"> <li>• Overall leadership</li> <li>• Directors</li> <li>• Staff</li> </ul>
<b>Recommended attributes particular to portfolio:</b>	<p>Skills and experiences:</p> <ul style="list-style-type: none"> <li>• Experience in a similar role</li> <li>• Well developed organisation and time management skills</li> <li>• Strong administration skills</li> <li>• Excellent interpersonal skills</li> <li>• Extensive knowledge of club management and basketball</li> <li>• Staff management experience</li> <li>• Understanding of the operations and membership of MBA</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Management</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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**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:**

- Represent the Association and Chair at all General meetings and Board meeting and perform all duties as ordinarily pertaining to the office of President
- Represent the decisions of the Board of Directors
- Act as a support person to all other portfolios
- Represent MBA to BWA, City of Mandurah, Government agencies and other organisations at local, regional and state level
- Liaise with and oversee the MBA Operations Manager and other staff
- Attend mediation as and if required
- Respond to and listen to membership
- Be knowledgeable of future directions and plans of members
- Liaise with sponsors and other stakeholders of MBA
- Maintain focus towards the strategic plan to ensure the Board is progressing as per expectations of membership
- Provide executive approval on matters as and when required
- Assist with strategic plan review and adherence
- Have a solid working knowledge of the Constitution, the policies of the Association and the duties of all office holders and sub-committees
- Assist with by-laws review
- Provide budget oversight
- Maintain any necessary compliance and audits as required by governing agencies/organisations
- Coordinate (with Secretary) Board meetings
- Facilitate reviews of documents including Constitution, by-laws, handbooks, Board member position descriptions and season reviews (in conjunction with Directors)
- Establish periodical staff performance reviews
- Format staff performance reviews
- Conduct (or outsource) personnel reviews
- Oversee Director calendar and responsibilities including planning with MBA Operations as necessary
- Facilitate Board member handovers

**Relevant Polices and/or Procedures**



MANDURAH BASKETBALL ASSOCIATION

- All policies and procedures of the MBA