



MANDURAH BASKETBALL ASSOCIATION

BOARD OF DIRECTORS

Portfolio Director (Volunteer) Position Description

DIRECTOR TITLE:	SBL Director
Estimated weekly commitment:	10 Hours
Overview:	<ul style="list-style-type: none"> • Mandurah Magic SBL & WSBL programs • Competition staff • SBL staff
Recommended attributes particular to portfolio:	<p>Skills and experiences:</p> <ul style="list-style-type: none"> • Well developed organisation and time management skills • Strong administration skills • Leadership or managing staff experience • Excellent interpersonal skills <p>Qualifications:</p> <ul style="list-style-type: none"> • Management or Sports Sector or Events 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>
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
- Represent SBL matters at Board of Directors meetings
- Attend Board of Directors meetings as scheduled
- Administer the SBL portfolio
- Liaise with Development personnel and Director
- 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)
- Attend meetings as prescribed (eg. BWA)
- 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
- Consult and negotiate the SBL/WSBL budgets with the Finance Director
- Assist with by-laws reviews
- Oversee the smooth operations of the SBL program in conjunction with MBA Operations
- Establish a SBL committee
- Work closely with the MBA Relations Director to promote home games of the SBL/WSBL
- Establish planning meetings with stakeholders, in conjunction with MBA Operations
- Oversee the maintenance and suitability of necessary equipment in collaboration with MBA Operations
- Plan and implement SBL/WSBL season local award presentations in conjunction with MBA Operations
- Liaise with team staff on selection process for teams
- Oversee import liaison and activity in consultation with team staff and the office
- Liaise with coaches and MBA Operations to establish team(s) training schedules
- Coordinate with President, Vice President, MBA Relations Director and Operations with respect to sponsorship
- In conjunction with the MBA Relations Director consult with MBA Operations regarding merchandise requirements



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- Oversee through team staff, uniform and kit requirements, maintenance and return
- Consult with MBA Relations Director in regards to game day promotions
- Oversee game day planning and operations
- In conjunction with Development personnel, Development Director, Coaches, President and MBA Operations facilitate the SBL scholarship program
- Review seasons, player performance (in conjunction with Coaches and Development Personnel/Director
- With MBA Operations, ensure Liquor Licence regulations and rules are adhered to
- 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

- Coach selection and guidelines
- Team staff review
- Video/Photography/Media passes
- Season review
- Recognition and rewards
- SBL game set up and pack away
- 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)