



MANDURAH BASKETBALL ASSOCIATION

**BOARD OF DIRECTORS**

**Portfolio Director (Volunteer) Position Description**

<b>DIRECTOR TITLE:</b>	<b>Vice President</b>
<b>Estimated weekly commitment:</b>	20 Hours
<b>Overview:</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Compliance</li> <li>• Tribunals</li> <li>• Constitution and Constitutional law</li> <li>• Policies/Procedures</li> <li>• By-laws</li> <li>• Complaints</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 or Leadership</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</p>



## MANDURAH BASKETBALL ASSOCIATION

	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 to Directors
- Assist and support the President in carrying out his/her duties
- Have a solid working knowledge of the Constitution, by-laws, policies of the Association and the duties of all office holders and sub-committees
- Represent the decisions of the Board of Directors
- Assume the duties of the President in his/her absence
- Devote time with each Board member to maintain a sound understanding of the running of the Association and assist other Board members with their duties as required
- Perform as a figurehead spokesperson for the Club and its values
- Liaise with sponsors and other stakeholders of MBA
- Maintain focus towards the strategic plan to ensure the Board is progressing as per the expectations of the membership
- Liaise with the office in the absence of the President
- Provide executive approval on matters as and when required
- Assist with the strategic plan review and adherence
- Assist with by-laws review
- Provide budget oversight
- Maintain any necessary compliance and audits as required by governing agencies/organisations
- Perform other duties as may be prescribed by the President of the Board for the role of Vice President
- Assist the President with compliance documentation reviews, including Constitution, by-laws, handbooks, Board member position descriptions, season reviews
- Assist the President with staff performance review and management as required
- Board member handover
- Oversee Tribunals and Complaints management, in consultation with the Office Administrator



MANDURAH BASKETBALL ASSOCIATION

**Relevant Polices and/or Procedures**

- All policies and procedures of the MBA