
Montrose Vikings Basketball

Position Descriptions

2016



Roles and Responsibilities

To ensure the future of Montrose Vikings it is important that the club is run effectively and efficiently. Therefore an outline is provided for each of the key roles.

PRESIDENT

Position Overview

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Essential Job Functions

- Engage with K&MDBA to investigate ways we can work more effectively
- Create a professional environment at the committee level where views can be expressed safely, issues can be debated objectively and there is a commitment towards achieving positive outcomes
- Ensure the club satisfies all its legal and moral obligations in accordance with the law and its commitment to members
- Maintain policies and procedural changes as agreed by the committee
- Official Signatory for Cheques
- Represent the club at Junior Match Committees to address issues relating to conducting a fair competition including amendments to rules, player grading, clearances, fixture changes
- Is present at Grand Finals (or nominated representative) to call-in the teams as rostered by the KMDBA. A scorer for any Montrose Vikings team will need to be assigned by the President.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Oversee the development and successful implementation of the club's strategic plan
- Ensure the club has a strong risk management focus and strategies to minimise risks

Other Skills/Abilities

- Can communicate effectively
- Is well informed of all organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations' members

VICE PRESIDENT

To provide support to the President and in the absence of the President will act on their behalf with their full authority.

SECRETARY

Position Overview

Maintain communication with the K&MDBA at association level in all matters relating to daily operations and ensure this information is distributed accordingly. The secretary is often the first point of contact for people interested in the club who need information or details about activities.

Essential Job Functions

- Provide support for all committee members and help facilitate communication throughout the club with Parents, Team Managers and Coaches
- Distribute information as appropriate from the K&MDBA and provide an effective channel for the club to formally communicate with the association on operational issues pertaining to the competition including other teams, players, coaches, referees, health & safety
- Investigate and approve clearances to / from the club taking into account their financial position and impact on affected teams
- Collect and distribute incoming/outgoing mail
- Communication and public relations – inward/outward
- Minute regular meetings including AGM and distribute as appropriate
- Compile regular newsletters for distribution via Team Managers
- Review and approve updates to the Vikings web site
- Create official letterheads and templates as required
- Maintain an official directory of Committee Members
- Review and approve all changes to policies and procedure documentation
- Maintain a record of all Master copies of official documentation

Other Skills/Abilities

- Well organised
- Task and time efficient
- Good communicator
- Competent word processing skills
- Telephone skills
- Understanding of office systems and procedures
- Dedication and loyalty
- Goal oriented and self-motivated
- Decision making and delegation

TREASURER

Position Overview

The Treasurer must be accountable to the management committee or board and ultimately the members of a sport or recreation organisation for all financial transactions. The constitution normally sets out the financial year for organisations. Most finish their financial year one or two months prior to the annual general meeting (AGM). This allows time to get the accounts in order and have them audited in time for presentation at the AGM.

Essential Job Functions

- Maintain accurate financial records, integrity of all transactions and pro-actively manage cashflow to ensure our ongoing viability.
- Provide a statement of financial position at each committee meeting covering income and expenses to date and projected cashflow.
- Maintain a list of paid up members
- Ensure we are compliant with all statutory requirements of an incorporated club including providing annual statements to ASIC and independent financial audits if and when required
- Collect all incoming funds and arrange payment of creditors
- Ensure safe keeping of Cheque Books, Petty Cash and all financial records
- Official Signatory for Cheques
- Issue receipts and promptly deposit all monies received in the organisation's bank account
- Make all approved payments and invoice groups/members promptly
- Act as the signatory to the organisation's bank accounts, cheque accounts, investments and loan facilities (with at least one other management committee member)
- Manage the organisation's cash flow and be accountable for the organisation's petty cash

Other Skills/Abilities

- Honesty and integrity
- Enthusiasm for the task
- Good organisational skills
- A good eye for detail
- Good at making decisions
- An ability to work in a logical and orderly manner
- An ability to allocate regular time periods (eg weekly or monthly) to maintain the books
- An ability to keep good records
- An awareness of procedures for handling cash, cheques and other financial transactions
- A willingness to learn new skills

UNIFORM OFFICER

Position Overview

Maintain appropriate levels of stock to cater for new players and keep an accurate record of inventory, orders placed and funds received.

Essential Job Functions

- Provide updated inventory reports at regular committee meetings including orders in progress and payments received
- Arrange for fitting of players and ensure numbers do not clash with others in the same team
- Responsible for the purchasing and maintenance of stock
- Place orders on suppliers and arrange payments as required
- Annual stocktake for audit purposes

RECRUITMENT OFFICERS

Position Overview

There are four positions required but all have the same function: Girls Recruitment Officer (Miniball to U10), Girls Recruitment Officer (U12 to U21), Boys Recruitment Officer (Miniball to U10), Boys Recruitment Officer (U11 to U21)

Actively promote Montrose Vikings Basketball Club within the local area to encourage new players to join. The role will work towards achieving increased participation across the sport.

Essential Job Functions

- Arrange advertising as appropriate such as school newsletters and special flyers
- Maintain records of interested players and parent contact details
- Work with the other Recruitment Officers, Teams Registrar and Team Managers to determine their requirements and accommodate potential new players
- Provide initial information packs to parents to help familiarise themselves with the club and our operations
- Take responsibility for all new player applications, issues and/or complaints raised by members team managers and coaches to ensure they are managed and resolved appropriately
- Work with Coaches/Team Managers to accommodate new players in the appropriate teams
- Contact schools and community groups regarding possible promotion opportunities such as fetes, festivals etc
- Prepare, print and distribute flyers as required
- Source new avenues for promotion and suggest new strategies

TEAMS REGISTRAR

Position Overview

Maintain accurate records of all teams and registered players which are submitted at the commencement of each Summer and Winter Season.

Essential Job Functions

- Verify team sheet details prior to submission to K&MDBA and determine which players are paid up members and therefore who is eligible to play
- Work with Team Managers and Coaches to accommodate new players in teams as appropriate (after grading and consultation with the Grading Sub Committee)
- Submit team sheets along with payment for registration with K&MDBA at the commencement of each new season
- Maintain accurate records of all player information including contact details, date of birth, and singlet numbers as defined in the team sheets

FUNDRAISING OFFICER

Position Overview

Provides a central point of contact for fundraising queries and takes the lead on developing opportunities for accessing grants and funding.

Essential Job Functions

- To identify and target sources of funding for the club
- Be an excellent communicator with good verbal, written and IT skills
- Have experience and/or an interest in sourcing funding opportunities

TRAINING CO-ORDINATOR

Position Overview

Co-ordinate all activities related to scheduling of training facilities.

Essential Job Functions

- Work with the team managers and coaches to define appropriate schedules for available training facilities before the commencement of each new season
- Liaise with the schools when there are planned interruptions to the schedule and provide advance notice to team managers and coaches
- Reconcile stadium / hall usage with invoices provided and approve for payment
- Provide confirmed training schedules for publishing

GRADING OFFICER

Position Overview

Ensure all players are graded appropriately across all teams by working with the grading committee within the club and at the association level.

Essential Job Functions

- Co-ordinate **and** facilitate meetings with the Grading Sub Committee to review and discuss the appropriate grade for each player at the commencement of each season
- Ensure the grading process is concluded in line with the conclusion of designated games fixture
- Co-ordinate and assist communication with team managers / coaches and parents with changes to team structures as appropriate
- Communicate resulting changes to the Players Registrar
- Liaise with K&MDBA grading committees during the grading season and participate in their grading process as appropriate

General Committee Members

Objectively debate issues to assist in the decision making process and where possible, share the workload. Responsibilities include;

- Investigate ways to improve the club and raise new ideas
- Support the decisions made by the committee
- Invite parents and players to discuss issues informally so you can provide comment on their behalf
- Help share the workload by assisting with special events, fundraising etc

Coach

Educate, motivate and encourage players to adopt correct techniques and to work as effective members of a team. Responsibilities include;

- Be aware and adhere to the recommended code of conduct for coaches
- Invest time in gaining a better understanding of the game, planning training sessions and how to develop players skills / techniques
- Work with the grading committee to ensure players are given the best opportunity to succeed
- Develop their own knowledge of the game and coaching techniques based on accredited training materials
- Setting the right example for players on and off the court
- Educating players in the values of being a true sportsman
- Be fair in the treatment of all players at all times
- Conforming to all club policies on young children in sport
- Attending coaching courses
- Observing player's performances to determine the level of instruction required
- Teaching techniques for players to acquire additional skills or improve existing skills

Team Manager

Liaise with parents, players and coaches and distribute information effectively to help co-ordinate training and games. Responsibilities include;

- Maintaining an accurate record of players / parent contact details and ensure they are registered with the K&MDBA
- Collect club membership fees and remit to the Treasurer along with completed team sheets prior to commencement of each season
- Liaise with the training co-ordinator, coaches and parents to negotiate suitable training schedules and communicate changes promptly
- Be aware of changes to game fixtures and advise players, parents and the coach promptly
- Collect game fees for each player and complete the team sheet details and pay prior to each game
- Maintain accurate records of team money and co-ordinate end of season functions
- Distribute club newsletters and other information promptly
- Be vigilant with respect to children in your care at training and during games
- Liaising with all team members, coaches and officials to ensure the needs of players are met and team members, coaches and officials are appropriately dressed, disciplined and informed of schedules, especially for training, competition and official functions