

Management Committee - Role Descriptions

Positions of President, Vice-President, Secretary and Treasurer must be appointed before allocating or confirming any Director roles.



President

Primary Purpose: Provides overall leadership, strategic direction and governance oversight for the Association.

Key Responsibilities:

- Lead the Management Committee and chair meetings
- Provide strategic leadership aligned to the Association's vision and values
- Act as the primary external representative of the Association
- Support and mentor Directors and office holders
- Ensure governance, risk management and compliance obligations are met
- Work closely with the Vice President and Secretary to ensure effective committee operations
- Provide final decision-making authority where required under the Constitution

Vice-President

Primary Purpose: Supports the President and provides continuity of leadership.

Key Responsibilities:

- Act as President when the President is unavailable
- Support cross-portfolio coordination across Directors
- Lead or assist with special projects as delegated
- Provide additional governance oversight and challenge where appropriate
- Support volunteer engagement and committee culture

Secretary

Primary Purpose: Ensures effective administration, governance documentation and compliance.

Key Responsibilities:

- Prepare and circulate meeting agendas and minutes
- Maintain official Association records (constitution, policies, Blue Card Register)
- Maintain a Compliance Calendar (OFT, insurance, WWCC, AGM)
- Manage correspondence and formal communications
- Ensure compliance with constitutional and regulatory requirements
- Support AGM preparation and documentation
- Act as governance advisor to the Committee

Treasurer

Primary Purpose: Oversees the financial health and sustainability of the Association.

Key Responsibilities:

- Prepare budgets, financial reports and forecasts
- Monitor cash flow, income and expenditure
- Ensure financial compliance and reporting obligations are met
- Provide financial advice to the Committee
- Oversee audits and grant acquittals
- Support funding, sponsorship and grant opportunities (financial oversight only)
- Liaise and prepare documents for Bookkeeper

Management Committee - Role Descriptions



Director – Facilities Management

Primary Purpose: Oversees facilities, venues and infrastructure used by the Association.

Key Responsibilities:

- Liaise with council, venue managers and contractors
- Oversee stadium operations, maintenance and safety
- Manage court allocations and facility scheduling (strategic level)
- Identify facility risks and improvement opportunities
- Lead planning for new facility transitions or upgrades
- Ensure compliance with WHS and venue policies
- Establish & maintain an Asset Register

Director – Competitions

Primary Purpose: Provides strategic oversight of all domestic competitions.

Key Responsibilities:

- Chair the Competitions Sub-Committee
- Oversee structure and format of domestic competitions
- Ensure fair, inclusive and sustainable competition models
- Support club engagement and alignment
- Oversee policies related to grading, points systems and eligibility
- Escalation point for competition issues (not day-to-day operations)
- Work closely with Facilities Management and Development & Pathways

Director – Marketing & Sponsorship

Primary Purpose: Leads brand, marketing, communications and sponsorship strategy.

Key Responsibilities:

- Chair the Marketing & Sponsorship Sub-Committee
- Lead sponsorship acquisition, retention and partnerships
- Develop and oversee marketing and communications strategy
- Ensure brand consistency and a holistic approach to our story-telling across all platforms
- Oversee digital presence (website, social media, newsletters)
- Manage volunteers to ensure timeliness of posting and online information
- Support event promotion and stakeholder communications

Director – Development & Pathways

Primary Purpose: Leads player, coach, referee and volunteer development pathways.

Key Responsibilities:

- Chair the Development & Pathways Sub-Committee
- Oversee representative and club development programs
- Oversee policies related to the representative program and the development frameworks for players and officials.
- Ensure financial viability of the Representative program
- Ensure clear pathways from domestic to representative basketball
- Support coach, referee and official development initiatives
- Liaise with regional and state basketball bodies
- Ensure development programs and process aligns with our Associations values and long-term growth of basketball in the CQ region