



Warragul Basketball Association

Role Description

Association Secretary

1. Reporting To:	Board and AGM
2. Term of Appointment:	Two years
3. Role Overview:	<ul style="list-style-type: none"> • Association Public Officer — Acting as the Public Officer under the relevant Act and ensuring the Association complies with all legislative and regulatory obligations. • Organisational Governance – Oversight and coordination of the governance of the Association under the Constitution, Association processes and procedures, and Basketball Victoria requirements. • Association Administration – Ensuring the effective and efficient administrative coordination of the work of the Association. • Board Operations - Coordination of all administrative matters related to the work of the Board of Directors.
4. Position Holder is Accountable For:	<ul style="list-style-type: none"> • Legislative & Regulatory Compliance - Ensuring the Association meets all legislative requirements under relevant Acts and Regulations. • Association Policies & Procedures - Documenting, implementing, and ensuring compliance with the policies and procedures of the Association and Basketball Victoria. • Administrative Consistency - Ensuring that the Association's administrative and operational processes are customer (member) centric, consistent, efficient, and effective. • Governance Assurance - Securing that the Association works within the parameters of the Constitution and related governance documentation, and good governance best practice. • Board & AGM Administration - Management of all the administrative processes related to the operation of the Board of Directors and the Annual General Meeting. • Risk Management – Contributing to the identification and documentation of the significant risks for the Association, particularly as they relate to regulatory and administrative matters. • Child and Member Safety – Ensuring adherence to all Child Safety and Member Protection processes of the Association, Basketball Victoria, and any relevant legislation. • Grievance, Discipline & Complaints - Coordination of the Grievance and Disciplinary processes is followed in accordance with the Act and the Constitution, and the Association's complaints process is followed. • Communication - Overseeing the Association's communication strategy.
5. Qualifications:	<ul style="list-style-type: none"> • Management - A graduate management qualification or equivalent business or not-for-profit experience. • Governance - A relevant qualification in the governance of organisations.
6. Required Skills and Competencies:	<ul style="list-style-type: none"> • Business Management - Deep experience in the management of businesses or not-for-profit organisations. • Writing and Documentation - Excellence in written communication and the documentation of processes. • Administrative Detail - Proven ability to understand, review, and analyse administrative processes. • Empathetic Communication - Strong ability to communicate in person with Board, Members, and Stakeholders

- **Representation of the Association** – Ability to represent the Association with external stakeholders
- **Basketball Knowledge** – A sound understanding of the administration of the sport of basketball

7. Compensation

- Nil

8. Expected Time Required

- 8 - 12 plus hours per week