

# WALLAN BASKETBALL

## 2026 BOARD ROLES



POSITION	DESCRIPTION
<b>BOARD ROLES</b>	
<b>BOARD EXECUTIVE</b>	
<b>President</b>	<ul style="list-style-type: none"> <li>• Qualification: Business management, law or governance education and significant experience in corporate governance;</li> <li>• Chair General and Executive Board Meetings;</li> <li>• Chair WBI Annual General Meeting;</li> <li>• Lead WBI strategic planning for the future of WBI;</li> <li>• Staff management;</li> <li>• Governance, risk and compliance management;</li> <li>• Policy and procedure development;</li> <li>• Oversight of the compliance with WBI Constitution and operational policies and procedures by the Board;</li> <li>• Liaise with Basketball Victoria as required;</li> <li>• Advocate to local council, members of parliament and other regulatory and funding bodies;</li> <li>• Ensure contractual obligations are met;</li> <li>• Uphold the vision and strategic plan of WBI.</li> </ul>
<b>Vice President - Senior Basketball</b>	<ul style="list-style-type: none"> <li>• Acts as President in the absence of the elected President</li> <li>• Comply with and ensure proper execution of the WBI rules of association and operational guidelines, and general governance in relation to Senior Basketball.</li> <li>• Own and update the senior components of the Strategic Plan</li> <li>• Oversight of competition managers for Senior Domestic, and Senior Representative competition managers (BigV and CBL), and ensure the roles are performed to a high standard</li> <li>• Ensure a professional and engaging product is provided for senior representative home games - Video/livestream (Big V), Announcer/Music, Game commissioner, welcome for visiting teams etc</li> <li>• Manage the execution of contracts relating to seniors - Import, Players, Coaches, Competition managers</li> <li>• Ensure matters relating to Code of Conduct breaches are managed in a timely manner and escalated as required.</li> <li>• Ensure care of Import, meet our obligations, make sure they feel comfortable and welcome</li> <li>• Maintain strong relationships with senior coaches and players, be the face of the association and committee to them, ask for their input on relevant matters, seek their feedback.</li> <li>• Liaise with external parties as an executive member of WBI eg, BigV staff and BV commissioners in regard to important matters ie not gameday or general competition matters</li> </ul>

<b>Vice President - Junior Basketball</b>	<ul style="list-style-type: none"> <li>● Acts as president in the absence of the President and VP Seniors.</li> <li>● Comply with and ensure proper execution of the WBI rules of association and operational guidelines, and general governance.</li> <li>● Own and update the junior components of the Strategic Plan</li> <li>● Oversight of competition managers for Junior Domestic, and Junior Representative, and ensure the roles are performed to a high standard.</li> <li>● Ensure matters relating to Code of Conduct breaches are managed in a timely manner and escalated as required.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>● Qualification: CA/CPA or significant accounting or bookkeeping experience in budgeting and financial management;</li> <li>● WBI Budget - Prepare annually and monitor monthly;</li> <li>● Reports - Provide monthly financial reports for General Meetings;</li> <li>● Annual Report - Produce annual financial report for AGM;</li> <li>● Books - Keep records of all WBI incomings and outgoings;</li> <li>● Banking - Pay WBI bills;</li> <li>● Comply with WBI constitution.</li> <li>● Send out fee invoices and follow/report up on all outstanding fees</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>● Prepare agenda for General Board meetings;</li> <li>● Prepare minutes of all meetings and distribute to Board members;</li> <li>● Save copies of minutes to WBI drive</li> <li>● Read, reply and file email correspondence promptly.</li> <li>● Liaise with members and answer queries and/or complaints.</li> <li>● Maintain and make available if requested the list of members.</li> <li>● Maintain the key register</li> <li>● Maintain a WWCC register</li> <li>● Lodge Annual Statement with Consumer Affairs</li> <li>● Obtain a certificate of currency for BV Insurance each year to keep on file</li> <li>● Advertise the AGM each year</li> <li>● At the AGM, where the President role is to be voted on, declare the President position vacant and oversee election of new President</li> <li>● Maintain a document containing usernames &amp; passwords for WBI</li> <li>● Set up email addresses for positions within WBI</li> </ul>
<b>OTHER BOARD MEMBERS (ORDINARY MEMBERS)</b>	
<b>Child Safety Officer</b>	<ul style="list-style-type: none"> <li>● Qualification: Child safety training</li> <li>● Be a Child Safeguarding champion and work with others in WBI to ensure that Child Safeguarding Policies and Practices are up to date and in line with current legislation and standards.</li> <li>● Be the first point of contact for all children and families regarding any Child Safeguarding questions or concerns.</li> <li>● Be a contact point for any Child Safeguarding questions from coaches or other Basketball personnel.</li> <li>● Have a comprehensive understanding of Basketball Victoria's Child Safeguarding Policy and Code of Conduct.</li> </ul>

	<ul style="list-style-type: none"> <li>● Ensure that all adults and young people with positions of responsibility are aware of and adhere to the Policy, Code of Conduct and their obligations to keep children and young people safe.</li> <li>● Promote best practice for Child Safeguarding children and young people, including helping to create an environment where all children, young people and their families feel safe, welcome and heard.</li> <li>● Ensure that all complaints and concerns are dealt with according to current policies and legislation/law, including being reported to Basketball Victoria, Police and Child Protection as required.</li> <li>● Ensure that child safety is a standing agenda at all committee meetings.</li> <li>● With the support of the Secretary, ensure that all employees and volunteers have a current Working with Children Check (WWCC) that is linked to WBI and that other relevant screening has taken place.</li> <li>● Undertake the Play by the Rules training</li> <li>● Be committed to undertake other regular training and have current and up to date knowledge of Child Safeguarding Policies and Practices.</li> </ul>
<p><b>Liaison Officer</b></p>	<ul style="list-style-type: none"> <li>● Act as point of contact for the non-board roles</li> <li>● Report to the Board on behalf of the non-board roles</li> <li>● Act as Stadium Representative by: <ul style="list-style-type: none"> <li>○ Working with Subcommittee Chairs and Robson Stadium Committee of Management to ensure stadium hire is current for each of the WBI activities.</li> <li>○ Working with WBI Treasurer and Subcommittee Chairs to ensure timely payment of stadium invoices.</li> <li>○ Attend Robson Stadium meetings with other Robson Stadium user groups.</li> <li>○ Provide feedback on stadium meeting to the Board</li> <li>○ Provide feedback to the Robson Stadium COM from WBI Board</li> <li>○ Notify the Robson Stadium COM about stadium repairs as required</li> <li>○ Lobby the Robson Stadium COM about stadium improvements</li> <li>○ Liaise with Council as required to ensure court bookings are available at external stadiums (Wandong, Beveridge).</li> </ul> </li> </ul>

Updated: 12 July 2025