

Southern Peninsula Basketball Association

Association Secretary Job Description and Duties

Employment Status: SPBA are seeking enthusiastic candidates to nominate for the volunteer position of Association Secretary on our Board of Management.

Reports to: SPBA Board of Management.

Salary: Volunteer.

Short Description: The Secretary will be responsible for ensuring all Association governance documentation is up to date and in line with all relevant governing body guidelines. The Secretary will also be responsible for the Sponsorship / Marketing strategic pillar.

Secretary Job Responsibilities

Responsibilities include but are not limited to;

- Prepare and send correspondence in accordance with the direction of the President and Board of Management
- Schedule all Board of Management meetings
- Record minutes of all monthly Board of Management meetings
- Record minutes at Annual General Meeting
- Ensure AGM documentation and Annual Statements are lodged with Consumer Affairs
- Liaise with office staff on Constitution and By Law updates
- Be familiar with all governing body requirements and rules

Sponsorship / Marketing Job Responsibilities

Responsibilities include but are not limited to;

- Work with the SPBA Basketball Operations Manager on all potential major partnerships
- Assist in generating new leads
- Ensure all existing association sponsors and partners are serviced to a high level and retained long term
- Ensure the sponsorship and advertising budgets are on target
- Work on new sponsorship and partnership packages with the SPBA Basketball Operations Manager
- Ensure all sponsorship packages are honored
- Provide a report on any aspect of the portfolio operations to the Board of Management when requested.

Cover letter along with nomination form to be addressed and sent to SPBA Board of Management President and Secretary:

E| board@sharksbasketball.com.au

E| damian.paul_@hotmail.com

Nominations close: Sunday 1st October 2017

All nominees are expected to attend the SPBA Annual General Meeting on Sunday 15th October 10.00am @ Dromana Basketball Stadium.

Dromana Basketball Centre
Old White Hill Rd
DROMANA 3936
Phone: 03 5981 0347

Hillview Stadium
Boneo Rd
ROSEBUD 3939
Phone: 03 5981 1770

www.sharksbasketball.com.au