

# Southern Peninsula Basketball Association

## Association Vice President Job Description and Duties

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

**Reports to:** SPBA Board of Management.

**Salary:** Volunteer.

**Short Description:** The Vice President will take on a Business Manager role by providing leadership and support to all office staff under the guidance of the Association President.

### Job Responsibilities

**Responsibilities include but are not limited to;**

- Association contact for all core business related matters
- Board of Management contact for all office staff
- Be up to date with all daily operations of the association
- Provide feedback to the Board of Management on the operations of the Association
- Oversee all Association major contracts and partnerships

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

E | [board@sharksbasketball.com.au](mailto:board@sharksbasketball.com.au)

E | [damian.paul\\_@hotmail.com](mailto:damian.paul_@hotmail.com)

**Nominations close: Sunday 1<sup>st</sup> 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](http://www.sharksbasketball.com.au)