



Ordinary Director

All Directors of the Board of the Diamond Valley Basketball Association (DVBA) must be aware of, and abide by, their legal responsibilities and duties. Failure to do so may result in serious consequences, including criminal and/or civil penalties. The primary function of a Board Director, in summary is: *always acting in the best interests of the DVBA*. However, the four key responsibilities that are most important can further be described as:

- the duty to act in good faith and for a proper purpose;
- the duty to act with reasonable care, skill and diligence;
- the duty not to misuse information or position; and
- the duty to disclose and manage conflicts of interest.

Further information and guidance on the governance and legal duties of Board Directors can be found at <https://www.nfplaw.org.au/governance>

An Ordinary Director of Diamond Valley Basketball Association Incorporated is responsible for:
Abiding by the rules of the [Constitution of the Diamond Valley Basketball Association Inc.](#)

Child Safety Compliance

- Completing online Child Protection Training.
- Holding a valid Working with Children Check (or equivalent).

Policies

- Knowing, understanding, acknowledging and complying with all DVBA policies and procedures.
- Reviewing policies as required.

Meetings

- Attending meetings of the Board, including Board Meetings, Extraordinary Board Meetings, Special General Meetings and the Annual General Meeting.

DVBA Portfolios

- Managing, solely or jointly with other Board Directors, one or more of the DVBA Board Portfolios/Positions:
 - Junior Domestic Competitions Committee (JDCC)
 - See *JDCC Terms of Reference*
 - Liaison with the Competitions Manager
 - Coordination of JDCC Meetings
 - Junior Championship
 - Senior Domestic
 - Senior Championship
 - Government/Council Liaison
 - Referee Group Liaison
 - Health and Wellbeing
 - Child Safety (Child Safety Officer)
 - See *DVBA Child Safe Environment Policy*

Board Directors will also liaise with and support staff members and volunteers who come under the purview of their Portfolio/s.

President

All Directors of the Board of the Diamond Valley Basketball Association (DVBA) must be aware of, and abide by, their legal responsibilities and duties. Failure to do so may result in serious consequences, including criminal and/or civil penalties. The primary function of a Board Director, in summary is: *always acting in the best interests of the DVBA*. However, the four key responsibilities that are most important can further be described as:

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- the duty to disclose and manage conflicts of interest.

Further information and guidance on the governance and legal duties of Board Directors can be found at <https://www.nfplaw.org.au/governance>

The President of Diamond Valley Basketball Association Incorporated is responsible for:

Abiding by the rules of the [Constitution of the Diamond Valley Basketball Association Inc.](#)

Child Safety Compliance

- Completing online Child Protection Training.
- Holding a valid Working with Children Check (or equivalent).

Policies

- Knowing, understanding, acknowledging and complying with all DVBA policies and procedures.
- Reviewing policies as required.

Consumer Affairs Victoria (CAV)

- The President should establish a myCAV account (using a personal, not Association, email address). The Secretary is the Association's main point of contact for Consumer Affairs and will oversee reporting obligations. The President should be added as a Delegate so that they also have access to the DVBA's MyCAV portal.

Meetings

- Providing a monthly President's Report for Board Meetings.
- Chairing meetings, including Board Meetings, Extraordinary Board Meetings, Special General Meetings and the Annual General Meeting.
- Knowing and understanding important documents relating to the governance and management of the Association.
- Coordinating the work of the Board by ensuring:
 - Effective control of Board Meetings.
 - Sub-committees are set up and functioning with clear understanding of their *Terms of Reference* and the extent of their authority. Sub-committees may also be chaired by other Board Directors or staff and may, if deemed appropriate, include any member of the Association or member of the community.
 - The Board has clear goals.
 - Correct meeting procedures are followed, as overseen by the Secretary.
 - Decision making occurs in a democratic manner and is properly recorded.
 - There is clear delineation of roles between the Board Directors and staff members.
 - Policies relevant to the Association are implemented and regularly reviewed.
- Delegating responsibilities to Board Directors where necessary.
- Ensuring effective and open communication with Association members and staff on important decisions and acting as arbitrator when necessary.
- Being a point of contact for City/Shire Council and other stakeholder representatives, as required.
- Presenting the Annual President's Report at the Annual General Meeting.

Finances

- Being an authorised signatory for Association bank accounts, along with the Vice President, Secretary and Treasurer.
- Liaison, along with the Treasurer, with the external Auditor in relation to all financial matters pertaining to the Association.

Staff

- Conducting annual staff appraisals, when required, along with other Office Bearer Board Directors or the General Manager.
- Enacting staff recruitment processes in conjunction with the General Manager and other Board Directors, as required.
- Ensuring effective communication between staff members and between staff and Board Directors.
- Ensuring, in consultation with the General Manager, that staff are meeting any compliance requirements and Key Performance Indicators.

Coaches

- Liaising with the General Manager to appoint suitably qualified Coaches, where interview is not required.
- Liaising with the General Manager to assemble a suitable panel for the recruitment and interview of Coaches, when required, and providing final endorsement of Coaches recommended by the interview panel.
- Ensuring, in consultation with the General Manager, that Coaches are meeting any compliance requirements and Key Performance Indicators.

Complaints and Grievances

- Acting as the point of contact for complainants, along with the Vice President (separate to match report incidents that are overseen by the Competitions Manager).
- Liaising with the nominated Child Safety Officer in relation to child protection matters.

Chairperson's Tasks:

- To understand the objectives of the Board (and sub-committees), and the extent of the Board's authority.
- If the President is unable to chair the meeting, ensuring that the Vice President is notified, organised and briefed to undertake this role.
- To be prepared for a meeting:
 - Providing a President's Report to the Secretary prior to each agenda being distributed.
 - Reading the agenda prior to any meeting.
 - Being clear about what needs to be discussed under each agenda item.
 - Knowing what information needs to be provided under each agenda item.
 - Having ideas about what issues should be decided at the meeting, in relation to each agenda item (or what direction further work might take).
 - Having some ideas as to how decisions made might be acted upon.

DVBA Portfolios

- Managing, solely or jointly with other Board Directors, one or more of the DVBA Board Portfolios/Positions:
 - Junior Domestic Competitions Committee (JDCC)
 - See *JDCC Terms of Reference*
 - Liaison with the Competitions Manager
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 - Junior Championship
 - Senior Domestic
 - Senior Championship
 - Government/Council Liaison
 - Referee Group Liaison
 - Health and Wellbeing
 - Child Safety (Child Safety Officer)
 - See *DVBA Child Safe Environment Policy*

Board Directors will also liaise with and support staff members and volunteers who come under the purview of their Portfolio/s.

Vice President

All Directors of the Board of the Diamond Valley Basketball Association (DVBA) must be aware of, and abide by, their legal responsibilities and duties. Failure to do so may result in serious consequences, including criminal and/or civil penalties. The primary function of a Board Director, in summary is: *always acting in the best interests of the DVBA*. However, the four key responsibilities that are most important can further be described as:

- the duty to act in good faith and for a proper purpose;
- the duty to act with reasonable care, skill and diligence;
- the duty not to misuse information or position; and
- the duty to disclose and manage conflicts of interest.

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The Vice President of Diamond Valley Basketball Association Incorporated is responsible for:
Abiding by the rules of the [Constitution of the Diamond Valley Basketball Association Inc.](#)

Child Safety Compliance

- Completing online Child Protection Training.
- Holding a valid Working with Children Check (or equivalent).

Oversight

- Being aware of all ongoing issues related to the DVBA and assuming all responsibilities expected of an Office Bearing Director, along with the President, Secretary and Treasurer.
- Assisting with staff recruitment when required.

Policies

- Knowing, understanding, acknowledging and complying with all DVBA policies and procedures.
- Reviewing policies as required.

Complaints and Grievances

- Acting as the point of contact for complainants, along with the President (separate to match report incidents that are overseen by the Competitions Manager).

Support of the President

- Supporting the President with any organisational or administrative tasks that arise.

Meetings

- Chairing committee meetings, in the absence of the President, including Board Meetings, Extraordinary Board Meetings, Special General Meetings and the Annual General Meeting.

Chairperson's Tasks:

- To understand the objectives of the Board (and sub-committees), and the extent of the Board's authority.
- If the President is unable to chair the meeting, ensuring prior organisation and briefing, by the President, to undertake this role.
- To be prepared for a meeting:
 - Providing a President's Report (if acting on behalf of the President) to the Secretary prior to each agenda being distributed.
 - Reading the agenda prior to the meeting.
 - Being clear about what needs to be discussed under each agenda item.
 - Knowing what information needs to be provided under each agenda item.
 - Having ideas about what issues should be decided at the meeting in relation to each agenda item, (or what direction further work might take).
 - Having some ideas as to how decisions made might be acted upon.

- Knowing and understanding important documents relating to the governance and management of the Association.
- Assisting the President to coordinate the work of the Board by ensuring:
 - Effective control of Board Meetings.
 - Sub-committees are set up and functioning with clear understanding of their *Terms of Reference* and the extent of their authority. Sub-committees may also be chaired by other Board members or staff and may, if deemed appropriate, include any member of the Association or member of the community.
 - The Board has clear goals.
 - Correct meeting procedures are followed, as overseen by the Secretary.
 - Decision making occurs in a democratic manner and is properly recorded.
 - There is clear delineation of roles between Board Directors and staff.
 - Policies relevant to the Association are implemented and regularly reviewed.

Finances

- Being an authorised signatory for Association bank accounts, along with the President, Secretary and Treasurer.

DVBA Portfolios

- Managing, solely or jointly with other Board Directors, one or more of the DVBA Board Portfolios/Positions:
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 - Child Safety (Child Safety Officer)
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Board Directors will also liaise with and support staff members and volunteers who come under the purview of their Portfolio/s.

Secretary

All Directors of the Board of the Diamond Valley Basketball Association (DVBA) must be aware of, and abide by, their legal responsibilities and duties. Failure to do so may result in serious consequences, including criminal and/or civil penalties. The primary function of a Board Director, in summary is: *always acting in the best interests of the DVBA*. However, the four key responsibilities that are most important can further be described as:

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Further information and guidance on the governance and legal duties of Board Directors can be found at <https://www.nfplaw.org.au/governance>

The Secretary/Association Secretary of the Diamond Valley Basketball Association Incorporated is responsible for:

The role of the Association Secretary:

- The Association Secretary is also the Secretary of the Board of the Diamond Valley Basketball Association (DVBA).
- The Association Secretary is appointed at each Annual General Meeting and their details must be notified to Consumer Affairs Victoria (CAV), within 14 days of appointment.
- The Association Secretary has legal responsibilities for submitting documents to Consumer Affairs Victoria and is the official contact person for the Association.

The Association Secretary must:

- Create a MyCAV account.
- Notify CAV of any changes to their address within 14 days.
- Notify CAV if the Association wishes to make changes to its 'Own Rules' – *Constitution*. A special resolution must be passed at a General Meeting of the DVBA in order for changes to be made to the *Constitution*.
- Advise all members of the Association's Annual General Meeting, **at least 14 days prior** (21 days prior if a special resolution is to be passed) to the date on which it will be held.
 - Any proposed special resolution must be advised when the date of the meeting is advised.
- Present the Secretary's report at the Annual General Meeting.
- Lodge, with CAV, the Annual Statement - including the financial statement - within one month of the AGM. The annual statement and financial documents are submitted to CAV via myCAV, an online portal. The Secretary is required to establish a myCAV account for this purpose (using a personal, not Association, email address). An outgoing Secretary will 'appoint' the new Secretary via MyCAV.
- Produce any book, record or document to the Registrar of Incorporated Associations, as required.
- Keep an up-to-date Association Membership list with email addresses and telephone numbers.

For further information regarding the role of the Association Secretary see: <http://www.consumer.vic.gov.au>

The Role of the Secretary of the Board:

- The Secretary of an Incorporated Association undertakes an important legal role within the Association, especially in terms of accurate recording of information and the meeting of compliance requirements.

The Secretary must:

Abide by the rules of the [Constitution of the Diamond Valley Basketball Association Inc.](#)

Child Safety Compliance

- Complete online Child Protection Training.
- Hold a valid Working with Children Check (or equivalent).

Oversight

- Be aware of all ongoing issues related to the DVBA and assume all responsibilities expected of an Office Bearing Director, along with the President, Vice President and Treasurer.
- Assist with staff recruitment when required.

Policies

- Know, understand, acknowledge and comply with all DVBA policies and procedures.
- Be an 'expert' on DVBA policies and their scope.
 - Form sub-committees to write and review policies, as required.

Board Meeting Processes

- Record all outgoing and incoming correspondence.
- Remind Board Directors and relevant staff of upcoming meetings.
- Ensure that meeting protocol is followed and that a quorum is achieved at each meeting.
- Take accurate minutes of each Board Meeting and distribute the minutes **within one week of the meeting**. Minutes should be distributed or linked electronically as pdf documents.
- Ensure that all copies of meeting agendas and minutes are saved to OneDrive in a folder that is shared with all Board Directors and relevant staff via their DVBA accounts.
- Prepare relevant documentation prior to each Board Meeting.
- Draft any letters necessitated through the *Business Arising* from each Board Meeting.
- Liaise with Board Directors and staff members in relation to actions arising from Board Meetings.

Communication

- Act as one of the central communicators of the Board.
- Be a contact person for the Board.

Compliance Requirements

- Manage the compliance requirements of all Board Directors, ensuring that new members have met child safety compliance requirements and read and acknowledged all Association policies.

Finances

- Be an authorised signatory for Association bank accounts, along with the President, Vice President and Treasurer.

DVBA Portfolios

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Other

- Keep the seal of the Incorporated Association.

Treasurer

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Child Safety Compliance

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Oversight

- Being aware of all ongoing issues related to the DVBA and assuming all responsibilities expected of an Office Bearing Director, along with the President, Vice President and Secretary.
- Assisting with staff recruitment when required.

Policies

- Knowing, understanding, acknowledging and complying with all DVBA policies and procedures.
- Reviewing policies as required.

Consumer Affairs Victoria (CAV)

- The Treasurer should establish a myCAV account (using a personal, not Association, email address). The Secretary is the Association's main point of contact for Consumer Affairs and will oversee reporting obligations. The Treasurer should be added as a Delegate so that they also have access to the DVBA's MyCAV portal.

Meetings

- Providing and presenting monthly Treasurer's Reports, including financial statements, for Board Meetings.
- Presenting the Association's Financial/Treasurer's Report at the Annual General Meeting.

Association Finances

- Overseeing the DVBA's bank accounts.
- Reviewing DVBA's term deposits and providing the Board with information relating to interest rates and the best options for reinvestment.
- Obtaining costings/quotes for any new service agreements or asset purchases. Presenting these to the Board for consideration.
- Liaising with accounts personnel:
 - to ensure payment of staff wages, and provisions for entitlements, and coach and player payments;
 - to seek advice on any financial matters that may arise in relation to wages expenses or purchases made by the Association;
 - to provide the committee with the annual budget for approval.
- Liaising with the External Auditor, appointed at the AGM, in regard to the Association's annual financial audit.
- Being an authorised signatory for Association bank accounts, along with the President, Vice President and Secretary

DVBA Portfolios

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