

CALOUNDRA AMATEUR BASKETBALL ASSOCIATION INCORPORATED INC.



ORGANISATION STRUCTURE AND DUTY LISTS

DECEMBER 2025

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1. Governance

1.1. Management committee

1.1.1. The club's management committee comprises the following positions:

- a. president;
- b. vice president;
- c. secretary;
- d. treasurer;
- e. registrar.

1.2. Subcommittees

1.2.1. The following subcommittees provide vital operational support in running the club:

- a. coaching
- b. talent & pathways
- c. sponsorship
- d. fundraising and grants
- e. uniforms & equipment
- f. marketing
- g. social media
- h. administration

1.2.2. There is a minimum requirement for one person to sit on a subcommittee

1.2.3. The size of club subcommittees varies, depending on the type and nature of responsibilities of each subcommittee.

1.3. Designated portfolio volunteers

1.3.1. The following volunteers provide further support in their respective portfolios:

- a. age coordinators;
- b. game day coaching;
- c. General committee members

1.4. Paid roles

1.4.1. The club engages paid personnel in the following roles:

- a. Administrator;
- b. Coaching director.

1.5. Meetings and communication

1.5.1. According to the requirements of the Associations Incorporation Act 1981, under which the club is established as a legal entity, the management committee must meet at least once every four months. The club's general committee aims to meet monthly.

- 1.5.2. The quorum for a management committee meeting is more than 50% of management committee members. At least three management committee members must therefore be present to achieve a quorum for a management committee meeting.
- 1.5.3. To ensure regular, two-way communication between the management committee, subcommittees, portfolio volunteers and paid personnel:
 - a. subcommittee members, portfolio volunteers and paid personnel are permitted to attend management committee meetings (provided that there may be instances where the management committee needs to meet in private);
 - b. subcommittee members, portfolio volunteers and paid personnel are called upon to provide advice and recommendations to the management committee;
 - c. subcommittee members, portfolio volunteers and paid personnel are not permitted to vote on decisions during management committee meetings.
- 1.5.4. There are no minimum requirements for how often a subcommittee must meet. Each subcommittee meets and conducts its proceedings as it considers appropriate, or as directed by the management committee. Subcommittees report to the Secretary in a timely manner prior to general or management meetings.

2. Management committee duties

2.1 All management committee members

- 2.1.1. Attend management committee meetings and general meetings of the club, as well as other meetings as they are called from time to time.
- 2.1.2. Attend functions held by the club as required.
- 2.1.3. Act at all times in the best interest of the club.
- 2.1.4. Delegate appropriate duties amongst subcommittees, portfolio volunteers and paid personnel
- 2.1.5. Maintain all documents, books, papers, keys, records and goods belonging to the club and pertaining to the office held and deliver them to the club at the completion of term of office.
- 2.1.6. Be prepared to act as a signatory on club bank accounts and on the execution of documents.
- 2.1.7. Hold a current blue card.
- 2.1.8. Undergo a criminal history check, if required by the club.
- 2.1.9. Maintain a good working knowledge of the club's constitution, bylaws, policies and procedures.
- 2.1.10. Perform any such other duties as appropriate and as directed by the management committee.

2.2 President

- 2.2.1. Ensure the standards of good governance are acquitted in accordance with best practice, relevant legislation and the club's constitution, bylaws, policies and procedures.

- 2.2.2. Preside as chairperson at management committee meetings and general meetings and in doing so ensure that all business is conducted in a proper manner.
- 2.2.3. Ensure committee members and other volunteers fulfil their responsibilities and provide support and guidance to others as required
- 2.2.4. Act as the official spokesperson for the club and liaise as necessary with governing bodies, Council, government departments, shared facility users and sponsors.
- 2.2.5. Report to the management committee and members of the club as appropriate.
- 2.2.6. Delegate tasks to suitable personnel as necessary.
- 2.2.7. Prepare a report to be presented at the annual general meeting.

2.3 Vice President

- 2.3.1. Provide assistance to the president as necessary.
- 2.3.2. Assume the duties of the president in their absence and assist the president in carrying out their duties.
- 2.3.3. Ensure strategic planning for the future is carried out in accordance with the wishes of members and act as the club's planning coordinator.
- 2.3.4. Spend time with other management committee members and volunteers, to maintain a sound understanding of the running of the club and assist others with their duties as required.

2.4 Secretary

- 2.4.1. Issue notices of meetings in accordance with the club's constitution, together with an agenda.
- 2.4.2. Make all arrangements for management committee and general meetings.
- 2.4.3. Collect and collate reports from office bearers in advance of any meetings.
- 2.4.4. Keep accurate minutes during all management committee and general meetings.
- 2.4.5. Act as the club's primary point of contact with governing bodies, deal with governing body queries and forward to appropriate club personnel.
- 2.4.6. Provide timely notice to governing bodies and other relevant stakeholders regarding changes to management committee members and key contacts.
- 2.4.7. Manage club correspondence as instructed by the management committee and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials.
- 2.4.8. Ensure that a current copy of the club's constitution is available to members.
- 2.4.9. Prepare the annual report for presentation at the annual general meeting.
- 2.4.10. Call for and manage nominations for club positions prior to the annual general meeting.
- 2.4.11. Ensure the club's annual return is lodged with the Queensland Office of Fair Trading within one month of the annual general meeting.
- 2.4.12. Maintain a record of all coaches, referees and other officials within the club, including details of their qualifications and accreditation.

2.5 Treasurer

- 2.5.1. Act as the club's chief financial management officer.
- 2.5.2. Keep all books and accounts of the club and prepare a statement of receipts and expenditure, profit and loss report, balance sheet and bank statements for presentation to each management committee meeting and each general meeting.
- 2.5.3. Prepare a budget for the forthcoming year, including details of potential sources of income and expenditure.
- 2.5.4. Closely monitor progress against the club's budget and promptly alert the management committee regarding any overruns.
- 2.5.5. Ensure prompt payment of all approved accounts.
- 2.5.6. Generate invoices and coordinate the receipt of monies and issuing of receipts.
- 2.5.7. Manage the club's cash flow.
- 2.5.8. Ensure any cash takings are counted by two people concurrently and ensure the prompt deposit of any cash into the bank.
- 2.5.9. Be responsible for management of any petty cash and/or credit or debit card accounts.
- 2.5.10. Work with the secretary to manage the club's asset register, as required by the Associations Incorporation Act 1981.
- 2.5.11. Ensure timely acquittal of any grant funds received by the club, in collaboration with the grants subcommittee.
- 2.5.12. Following the end date of the club's financial year, close the club's books and prepare a set of financial statements as required by the auditor.
- 2.5.13. Submit the club's financial statements and other relevant records to the auditor with sufficient time prior to the annual general meeting.
- 2.5.14. Present audited financial statements to the annual general meeting, in accordance with the club's constitution and the Associations Incorporation Act 1981.

2.6 Registrar

- 2.6.1. Serve as a key point of liaison between members and the management committee.
- 2.6.2. Manage sign-on activities at the commencement of each season.
- 2.6.3. Maintain an up-to-date register of members of the club, in collaboration with the secretary.
- 2.6.4. Maintain an annual calendar of events for the club and promote the calendar amongst members.

3. Subcommittee duties

3.1 Sponsorship

- 3.1.1 Develop a tiered sponsorship program for approval by the management committee.
- 3.1.2 Actively seek sponsorship in line with the club's sponsorship program, including personal engagement with prospective sponsors wherever possible.
- 3.1.3 Develop sponsorship proposals for approval by the management committee.
- 3.1.4 Work with the marketing subcommittee to ensure the club receives maximum promotional exposure in all spheres.

- 3.1.5 Ensure appropriate acknowledgement of all club sponsors, in line with the level of sponsorship investment.
- 3.1.6 Plan and coordinate sponsor recognition events and invite all sponsors.
- 3.1.7 Keep the management committee informed regarding all sponsorship matters.

3.2 Fundraising

- 1.1.1. Plan and implement fundraising activities.
- 1.1.2. Develop a fundraising strategy for approval by the management committee.
- 1.1.3. Liaise with local businesses regarding contributions for raffles and maintain an up-to-date database of contributing organisations and individuals for appropriate recognition at the end of each season.
- 1.1.4. Liaise with the sponsorship subcommittee to ensure that organisations that contribute to raffles are recognised appropriately.
- 1.1.5. Organise fundraising activities and functions for approval by the management committee.
- 1.1.6. Prepare rosters for volunteers assisting with fundraising activities.
- 1.1.7. Ensure that material required for fundraising is ordered and available as necessary.
- 1.1.8. Supervise the collection of all monies raised and reconcile with the treasurer upon the completion of fundraising activities.
- 1.1.9. Maintain records of donations received and successful events for future reference.
- 1.1.10. Maintain appropriate fundraising records as required by the treasurer and auditor.
- 1.1.11. Have a good working knowledge of legal issues relating to fundraising activities.
- 1.1.12. Keep the management committee informed of all fundraising matters.

3.3 Grants

- 3.3.1 Seek grant opportunities to support the club's vision
- 3.3.2 Assess eligibility guidelines and submission dates for available grant programs.
- 3.3.3 Present funding applications to the management committee in advance of funding program deadlines to ensure full support for any submissions.
- 3.3.4 Keep the management committee informed of the status and progress of any lodged applications.
- 3.3.5 For any successful grants, ensure acquittal documentation is completed and lodged with the funding body within required time frames.

3.4 Uniforms & Equipment

- 3.4.1 Be responsible for the ordering, safekeeping and distribution of club uniforms and equipment.
- 3.4.2 Liaise with the secretary, treasurer and registrar when new uniform and equipment items are required, and place orders as needed.
- 3.4.3 Perform stocktakes of uniforms and equipment as required.
- 3.4.4 Encourage all players and officials to respect the club uniform and equipment.

- 3.4.5 Keep the management committee informed regarding uniform and equipment matters.

3.5 Marketing

- 3.5.1 Develop an annual marketing plan for approval by the management committee.
- 3.5.2 Actively promote the club and the sport of basketball in the local community.
- 3.5.3 Act as the club's first point of contact for media liaison.
- 3.5.4 Oversee the production of promotional material as directed by the management committee.
- 3.5.5 Keep the management committee informed regarding all marketing matters.

3.6 Social Media & Web

- 3.6.1 Maintain the club's website and social media profiles
- 3.6.2 Liaise with club members to ensure all relevant information is uploaded onto the website or shared via social media.
- 3.6.3 Monitor the club's social media profiles to ensure positive, family-friendly engagement.
- 3.6.4 Keep the management committee informed at all times regarding relevant matters and take guidance from the management committee regarding website and social media inclusions and amendments.

3.5 Coaching

- 1.2.1. Develop and implement a coaching program and overall organisation development program in collaboration with the coaching director.
- 1.2.2. Encourage coaches to recognise their value and importance with regard to the development of players and teams.
- 1.2.3. Assist with the appointment of coaches to teams.
- 1.2.4. Oversee training and development of coaches.
- 1.2.5. Ensure coaches hold required qualifications.
- 1.2.6. Provide appropriate information to the secretary to ensure records of coaches and qualifications are maintained
- 1.2.7. Keep the management committee informed regarding all matters pertaining to coaching and the development of players, teams and coaches.
- 1.2.8. Develop and foster partnerships with local schools to encourage increased participation in basketball with the club.

3.6 Talent & Pathways

- 4.1.1. Develop and implement a coaching program and overall organisation development program in collaboration with the coaching director in relation to talent and pathways.
- 4.1.2. Encourage coaches to recognise their value and importance with regard to the development of players and teams.
- 4.1.3. Assist with the appointment of coaches to teams

4. Portfolio Volunteer Duties

4.1 Age Coordinators

- 4.1.1 Attend club meetings as required.
- 4.1.2 Identify the need for recruitment programs in collaboration with the management committee.
- 4.1.3 Regularly liaise with players (parents) to ensure that their thoughts and concerns are communicated to coaches, managers and the management committee.
- 4.1.4 Assist in the organisation of teams at the beginning of each season.
- 4.1.5 Keep the management committee informed regarding relevant matters.
- 4.1.6 Identify potential representatives for Sunshine Coast Basketball pathways

4.2 General committee members

- 4.2.1 Work closely with other club volunteers to achieve the objects of the club and to ensure its general wellbeing.
- 4.2.2 Spend some time with other volunteers to maintain a sound understanding of the running of the club and assist others with their duties as required.
- 4.2.3 Report to the management committee, subcommittees and other members as appropriate.

5. Paid roles

- 5.1. All paid club personnel are engaged according to the provisions of the respective employment or contract arrangements relating to each role
 - 5.1.1. Administration
 - 5.1.2. Coaching Director
 - a. Club Coaches
 - 5.1.3. Game Night Operations
 - a. Court Controller
 - 5.1.4. Referee Coordinator
 - a. Referees