

**Position Title: Grading Secretary**

**Club:** Boronia Buffaloes Basketball Club

**Reports To:** Knox Basketball Association and is a member of the Boronia Buffaloes Committee

**Term:** 1 year – Renewable

**Position Description:**

The Grading Secretary has a key role during the 6-7 weeks of grading during each Domestic Season. The position requires the incumbent to attend the matches within their designated grade and provide feedback to Knox Basketball Association regarding the suitability of the teams within the grade.

The Grading Secretary has a key role within Knox Basketball Association, facilitating an even and fair competition and guiding the ongoing quality of the season.

**Key Responsibilities:**

* Work closely with Knox Basketball Association, attending meetings and sessions to discuss the suitability of teams within their designated grades.
* Attend designated matches during the grading period providing feedback to Knox Basketball Association.
* Suggest suitable changes to grading when required.

**Preferred Skills & Attributes:**

* Good record keeping
* Understanding of basketball skills
* Able to critique individual team skills and provide non-biased feedback.

**Time Commitment:**

* Approximately 3-4 hours per week during season grading.