



# SECRETARY ROLE DESCRIPTION

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In addition to the responsibilities outlined in the Board Members Role Description (below) the Secretary must undertake the following statutory duties:

- The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment in accordance with Section 74 of the Associations Incorporations Reform Act 2012
- Must keep and maintain a register of members consistent with Section 56 of the Association Incorporations Reform Act 2012

It is expected that the Secretary will also undertake the following duties:

<b>Governance</b>	Ensure the preparation and adoption of appropriate Board policies
<b>Planning</b>	Ensure that appropriate rules and by-laws are in place
<b>Meetings</b>	Organise the venue for Board meetings
	With the Chair, prepare the agenda in advance of each Board meeting
	Organise meeting papers for distribution before the meeting
	Take minutes at each Board meeting and circulate to Committee members in a timely manner.
<b>Administrative &amp; Management</b>	Serve on committees as required
	Ensure a register of members is properly held and maintained
	Handle the procedures for the discipline, suspension and expulsion of members
	Handle the procedures for the resignation of members
	Organise General Meetings and notify Board members in advance
	Receive nominations for positions on the Board
	Keep in their custody all books, documents and securities, and make them available to members as requested
	Personally carry out administrative duties as assigned by the Chair



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<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Negotiation</b>	Serve [as nominated by the Board] in negotiation with other organisations
<b>Legal</b>	Keep the Common Seal of the organisation (if held)
<b>Other duties</b>	As for Board members (below)
	Must lodge the annual financial statements in accordance with Section 102 of the Incorporated Associations Reform Act (2012);



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## BOARD MEMBER ROLE DESCRIPTION

The Board's primary role is one of trusteeship on behalf of its members and stakeholders, ensuring that the Casey Basketball Association (CBA) remains viable and effective in the present and for the future.

As an "office holder" you must exercise power and discharge your responsibilities with the degree of care and diligence and:-

- make the judgment in good faith for a proper purpose; and
- not have a material personal interest in the subject matter of the judgement; and
- inform yourself about the subject matter of the judgement to the extent that you believe to be appropriate; and
- rationally believes that the judgement is in the best interest of the association.

The CBA Board will:

- determine the CBA strategic direction, core values and ethical framework
- make decisions for the betterment of the CBA and basketball as a whole and not promote or advance the self interest of individual clubs
- appoint, dismiss, direct, support professional development for, evaluate the performance and determine the remuneration of the General Manager
- approve, monitor and review the financial and non-financial performance of the organisation
- ensure an effective system of internal controls exists and is operating as expected, and that policies on key issues are in place and appropriate and that these can be applied effectively and legally to those participants or persons whom they are intended
- ensure risks are identified and managed within acceptable levels of appetite.
- ensure the Association complies with all relevant laws, codes of conduct and appropriate standards of behaviour.



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- provide an avenue for key stakeholder input into the strategic direction of the organisation
- undertake a self-assessment of its performance at least annually
- be appropriately prepared for and attend board meetings that are held at Casey Stadium as determined by Board, the frequency of which is reviewed annually. In addition Board members will attend the annual AGM, sub-committee meetings and other major events such as awards and social functions.