

North Gold Coast Seahawks Management Committee Role Descriptions and Overview

Purpose

The Management Committee of North Gold Coast Seahawks Basketball Inc. (the Association) is responsible for the strategic governance, policy formulation, and oversight of the Association in accordance with its *Constitution (April 2022)*, *Governance Manual (May 2024)* and the *Incorporated Associations Act 1981 (Qld)* (the Act).

The Management Committee acts on behalf of its members and the wider community to ensure the Association remains compliant, sustainable, and aligned with its constitutional objectives.

1. Constitutional Objectives

The objectives of the Association are to:

- Conduct basketball competitions for junior and senior players of all genders
- Develop and promote the game of basketball at the amateur level on the Gold Coast and its environs
- Instruct and educate players, referees, coaches, and volunteers in the conduct of the game
- Form representative teams for interregional and intrastate competitions
- Organise tournaments, camps, and representative fixtures to promote basketball on the Gold Coast and its environs

2. Composition and Tenure

The Management Committee consists of:

- President
- Vice-President
- Treasurer
- Secretary
- A minimum of three (3) and a maximum of five (5) General Committee Members, as determined by the Management Committee

All members of the Management Committee, other than the Secretary, must be members of the Association.

The Secretary is a non-voting member if appointed externally, consistent with Rule 21 of the Constitution.

Tenure

Members of the Management Committee serve a two-year term, retiring in rotation in

accordance with Rule 26 of the Constitution. Retiring members are eligible for re-election.

3. Powers of the Management Committee

Subject to the *Constitution*, *Governance Manual* and the *Act*, the business of the Association is managed by the Management Committee.

The Committee exercises its powers to achieve the Association's objectives and operates for the benefit of members and the community.

4. Meetings of the Management Committee

- The Management Committee must meet at least every ten (10) weeks, with a minimum of four (4) times per year.
- The President, with the Secretary, prepares the agenda and ensures meeting papers are distributed at least seven (7) days before the meeting.
- Minutes must be circulated within seven (7) days following the meeting.
- Meetings focus on governance, strategy, risk, and financial oversight, not administrative detail.

5. Conflict of Interest

Members of the Management Committee must act honestly and in good faith and avoid any real or perceived conflicts between personal interests and their duties to the Association.

All conflicts must be declared at each Management Committee meeting and recorded in the Conflict of Interest Register.

Affected members must abstain from discussions or decisions unless otherwise authorised under the Constitution.

6. Induction and Review

All new Management Committee members will receive an induction as outlined in Section 10 of the *Governance Manual*, including access to the *Constitution*, *Governance Manual*, strategic plan, and prior meeting papers.

The Management Committee will consider the collective skill set required to meet the Association's strategic goals when recruiting or appointing members and will conduct a biennial review of its performance and that of individual members.

Position Descriptions

President

The President ensures the Management Committee fulfils its governance responsibilities and that the Association operates in accordance with its Constitution, Governance Manual, and legal obligations.

The President provides leadership to the Management Committee and acts as the primary link between the Committee and the General Manager.

Key Responsibilities:

Governance and Leadership

- Ensure the Association has clearly defined goals, strategic direction, and policies
- Oversee compliance with all legal, regulatory, and ethical standards
- Uphold strong financial governance in partnership with the Treasurer
- Protect the integrity of Committee processes and ensure all decisions align with approved policy
- Lead by example in promoting good governance, inclusion, and member confidence

Committee Management

- Chair all Management Committee and Annual General Meetings
- Ensure meetings are conducted efficiently, fairly, and in accordance with the Governance Manual
- Work with the Secretary to plan agendas and manage meeting papers
- Support constructive relationships and open communication among all Committee members

Relationship with the General Manager

- Maintain a close, transparent, and professional working relationship with the General Manager
- Provide guidance consistent with Committee decisions, without encroaching on operational management
- Ensure clear reporting lines and that the General Manager is supported to meet strategic goals

Representation and Communication

- Act as an official spokesperson for the Association at strategic and community events
- Foster relationships with Basketball Queensland, sponsors, partners, and member clubs

Requirements

- Act in the best interests of members at all times
- Hold or be eligible for a Blue Card
- Demonstrate governance, leadership, and communication skills
- Possess knowledge of the sport, community sector, or not-for-profit governance
- Attend all meetings and act with integrity and impartiality

Secretary

The Secretary ensures that all administrative, legal, and record-keeping obligations are met under the *Incorporated Associations Act 1981* (Qld), the *Constitution* and *Governance Manual*.

Key Responsibilities:

Governance and Compliance

- Serve as the Association's official public officer
- Maintain accurate and accessible minutes, registers, and member records
- Lodge required forms and reports with regulatory bodies
- Support the President in scheduling and managing Management Committee and general meetings

Committee Administration

- Prepare and circulate meeting agendas and supporting papers at least seven (7) days prior to each meeting
- Record and distribute accurate minutes within seven (7) days
- Maintain the official minute book and ensure records are signed and stored securely
- Manage the Association Information Register, including all current versions of policies, procedures, and position descriptions

Communication and Knowledge Management

- Ensure Committee members and staff have access to up-to-date documents
- Facilitate handover of records and information at the end of each term

Requirements

- Hold or be eligible for a Blue Card
- Act honestly, in good faith, and in the best interests of the Association
- Maintain confidentiality and discretion at all times
- Have strong organisational and communication skills

General Committee Members

To contribute to the strategic direction, governance, and oversight of the Association by supporting the President, Secretary, and Treasurer in achieving the Association's objectives.

Key Responsibilities:

Governance

- Participate actively in Management Committee meetings, ensuring decisions align with policy and strategic goals
- Contribute to the development and review of strategic and risk management plans
- Monitor compliance and member welfare through the lens of governance oversight
- Support the creation of a positive culture, inclusion, and transparency within the Association

Engagement and Representation

- Participate in sub-committees or portfolio areas as delegated by the Management Committee
- Maintain awareness of community needs and bring relevant issues to the Committee's attention
- Represent the Association positively in dealings with members and stakeholders

Collaboration

- Support Committee unity and collective decision-making
- Maintain confidentiality and act in good faith
- Provide assistance to the President or Secretary as required, within the limits of Committee authority

Portfolio Areas (as allocated)

- Junior or Senior Representative Programs
- Fundraising and Marketing
- Club Liaison
- Volunteers and Events

Requirements

- Hold or be eligible for a Blue Card
- Attend all Management Committee meetings and relevant events
- Demonstrate integrity, discretion, and teamwork
- Have a good understanding of the Constitution and policies