

Basketball Committee Position Descriptions

President/Chair

The President provides overall leadership to the club and committee, helping ensure the club is well governed, family-focused, and aligned with the needs of junior players. The President acts as the key representative of the club and supports committee members to create a safe, inclusive, and positive basketball environment for children and young people.

Key responsibilities

- Provide leadership and strategic direction for the junior basketball club.
- Chair committee meetings and the annual general meeting.
- Promote a child-safe, inclusive, and respectful club culture for players, families, coaches, and volunteers.
- Represent the club in dealings with the local association, state body, schools, sponsors, and the wider community.
- Oversee governance, planning, and policy development relevant to junior sport.
- Support committee members in meeting their responsibilities, including safe sport and child safeguarding obligations.
- Assist with resolving significant issues or escalated concerns involving teams, families, or club operations.
- Present a President's report at the annual general meeting.

Secretary

The Secretary is responsible for the club's administration, records, and committee communication. In a junior basketball club, the role helps ensure families, volunteers, and committee members receive clear information and that the club's documentation is maintained accurately.

Key responsibilities

- Prepare meeting agendas in consultation with the President/Chair.
- Record and post onto the Google Drive accurate minutes for committee meetings.
- Maintain club records, policies, key contact lists, and important compliance documents.

- Assist with notices of meetings, annual reporting, and constitution-related administration.
- Help maintain organised records relating to child safety, volunteer documentation, and committee decisions where required.
- Support clear communication between the committee, team officials, and families.

Treasurer

The Treasurer oversees the club's financial management and helps ensure club funds are managed responsibly, transparently, and in the best interests of junior members. This role supports the financial sustainability of the club and helps the committee make informed decisions about fees, uniforms, equipment, and activities.

Key responsibilities

- Maintain accurate financial records for the club.
- Prepare budgets and monitor income and expenditure across the season.
- Provide regular financial reports to the committee.
- Support preparation of annual financial statements and AGM reporting.
- Help the committee plan for uniforms, equipment, team entries, and junior development activities.
- Help ensure the club meets any financial or reporting obligations required by its association or regulator.

Team Manager Coordinator

The Team Manager Coordinator supports and guides team managers across the club so junior teams operate smoothly throughout the season. This role helps ensure team officials are well informed, supported, and consistent in how they communicate with coaches, players, and families.

Key responsibilities

- Oversee recruitment of, support, and communicate with team managers across all junior teams.
- Provide team managers with role information, expectations, key dates, and club processes.
- Act as the main point of contact for team management matters during the season.
- Help game day information, scoring or duty requirements, and season administration.
- Support consistent communication to coaches, players, and parents or carers.

- Assist team managers to escalate issues appropriately, including player welfare or behaviour concerns.
- Work closely with other committee members on registrations, uniforms, fixtures, and club updates.

Volunteer Coordinator

The Volunteer Coordinator helps attract, organise, and support volunteers so the club can deliver junior basketball programs, games, and events effectively. In a junior club, this role is especially important in building family involvement and maintaining a safe and positive volunteer culture.

Key responsibilities

- Promote volunteer opportunities across the club community, especially among parents and carers.
- Recruit and allocate volunteers to suitable roles and activities.
- Maintain a list of volunteer roles, rosters, and contact details.
- Help ensure volunteers understand role expectations, codes of conduct, and child-safe practices.
- Support collection and monitoring of any required volunteer checks or documentation in line with state and club requirements.
- Encourage volunteer recognition, retention, and respectful communication.
- Work with the committee to identify volunteer needs across the season, including game day, events, and fundraising.

Fundraising & Events Coordinator

The Fundraising & Events Coordinator leads the planning and delivery of fundraising activities and community events that support the club's finances and strengthen connection between junior players, families, and volunteers.

Key responsibilities

- Develop and coordinate fundraising activities across the year.
- Plan and organise junior club events such as the Combine, Blitz, End of Year Function, BBQ's, Raffles or any other special promotions.
- Work with the committee to set fundraising goals and event priorities.
- Coordinate volunteers and resources required for events and fundraising activities.
- Monitor event budgets, income, and expenses in consultation with the Treasurer.
- Promote events and fundraising initiatives to members, families, and supporters.

- Help ensure events are welcoming, inclusive, and suitable for children and families.

Merchandise Coordinator

The Merchandise Coordinator manages club merchandise and apparel so junior players and families can access club-branded items in an organised, affordable, and timely way.

Key responsibilities

- Coordinate ordering, stock control, and distribution of club merchandise and apparel.
- Maintain records of stock levels, orders, and family requests.
- Liaise with President/Chair in contacting suppliers regarding pricing, lead times, and delivery arrangements.
- Work with the Treasurer on payment collection and reconciliation where required.
- Support the committee in promoting merchandise sales and uniform information.
- Help ensure merchandise reflects current club branding and junior team requirements in conjunction with the President/Chair.
- Assist with merchandise availability during registrations, grading periods, and presentation events.

General Committee Member

A General Committee Member contributes to the governance and operation of the club by attending meetings, supporting decisions, and assisting with junior club activities as needed. This role helps share the workload across the committee and supports a positive experience for players and families.

Key responsibilities

- Attend committee meetings and contribute to discussion and decision-making.
- Support the implementation of committee decisions and club initiatives.
- Assist with junior club events, projects, and general operations.
- Take on specific tasks or portfolios as agreed by the committee.
- Promote a positive, respectful, inclusive, and child-safe club environment.
- Act in the best interests of junior members and the club at all times.