



## **Position Description:**

### **Secretary of Ballarat Wildcats Basketball Club Inc.**

Ballarat, Victoria, Australia

## **Position Type: Volunteer**

**Reports to:** President of Ballarat Wildcat Club

## **About Us:**

The Ballarat Wildcats Basketball Club is committed to promoting basketball in our community, providing a supportive environment for players of all ages and skill levels to develop their skills and enjoy the sport.

## **Position Overview:**

The Secretary of Basketball at the Ballarat Wildcats Club plays a crucial role in the administration and management of the basketball program. This position is responsible for ensuring effective communication, record-keeping, and organisational support for the association's activities. The ideal candidate will have a passion for basketball and a commitment to promoting the sport within the Ballarat community.

## **Key Responsibilities:**

### **1. Administrative Support:**

- Maintain accurate records of meetings, including minutes and action items.
- Prepare and distribute agendas, reports, and other documents for meetings.
- Manage correspondence related to the basketball program, including emails and official communications.

### **2. Communication:**

- Serve as the primary point of contact for members, coaches, and stakeholders regarding basketball-related inquiries.
- Ensure timely communication of important information, updates, and announcements to all members.

### **3. Event Coordination:**

- Assist in the planning and organization of basketball events, tournaments, and meetings.
- Coordinate logistics, including venues, schedules, and registration processes.

### **4. Database Management:**



- Maintain and update member and player databases, ensuring accurate and confidential information management.
- Support the registration process for players and teams.

#### 5. Policy and Procedure Development:

- Assist in the creation and implementation of policies and procedures for the basketball program.
- Ensure compliance with association guidelines and relevant sports governing bodies.

#### 6. Financial Oversight:

- Support the Treasurer in tracking and reporting financial transactions related to basketball activities.
- Assist in budget preparation and monitoring expenses for basketball events.

### **Qualifications:**

- Strong organisational and time-management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with database management.
- Previous experience in a similar administrative role is preferred but not mandatory.
- Knowledge of basketball and a passion for sports is highly desirable.
- Ability to work collaboratively within a team and engage with a diverse community.

### **Commitment:**

This position requires a flexible commitment of approximately 5-10 hours per week, with additional hours during peak seasons such as registration and tournament times. Attendance at monthly club meetings is mandatory.

The Secretary role is integral to the success of the Ballarat Wildcats Basketball Club to help shape the future of our organisation.