



## Committee Member Code of Conduct / Responsibilities

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### Committee Member Code of Conduct

- Be diligent on a Committee Role
- Attend committee meetings or forward apologies prior to the meeting
- Treat all people associated with the club, including members, volunteers, partners, external stakeholders and other committee members with respect
- Always consider the welfare of the clubs members
- Make decisions based on what is best for the club, not for individual interest or gain
- Not take advantage of your position on the committee in any way
- Be open to feedback from members
- And respond appropriately
- Be honest at all times
- Act as a positive role model with respect to good sporting behaviour
- Adhere to legislative requirements of the club
- Always look for opportunities for improved performance of the club operations and committee functions
- Always represent the club in a professional manner

A full description of Basketball Victoria's Code of Conduct can be found at:

[http://www.frankstonbasketball.asn.au/uploads/media/Codes\\_of\\_Conduct\\_Booklet.pdf](http://www.frankstonbasketball.asn.au/uploads/media/Codes_of_Conduct_Booklet.pdf)

Frankston District Basketball Association (FDBA By-Laws govern all competitions managed by the Frankston & District Basketball Association. This includes Junior Saturday and after school competitions, senior men, women and mixed competitions and the all abilities competitions.

[http://www.frankstonbasketball.asn.au/uploads/media/FDBA\\_By-Laws\\_2014\\_Feb\\_.pdf](http://www.frankstonbasketball.asn.au/uploads/media/FDBA_By-Laws_2014_Feb_.pdf)

### Committee Member Responsibilities

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In agreeing to be part of the Committee, each member must also agree to adhere to these codes at all times. A Committee should operate as a team, draw on the skills and talents of each member, and work toward common goals to ensure club success.

Effective Committee Members should have:

- A commitment to the club
- Sufficient time to devote to the Committee



- An understanding of the role of the Committee and their role within it
- Leadership skills and willingness to accept responsibility
- Listening skills
- The ability to use technology the club uses to communicate to its members

### Code

- Be diligent in your role
- Attend a **minimum of three consecutive Committee Meetings** or forward an apology prior to the meeting
- Treat all people associated with the club, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
- Always consider the welfare of the club's members
- Make decisions based on what is best for the club, not for individual interest or gain
- Not take advantage of your position on the Committee in any way
- Be open to feedback from members and respond appropriately
- Be honest at all times
- Act as a positive role model with respect to good sporting behaviour
- Adhere to policies and procedures established by the club
- Adhere to legislative requirements of the club
- Always look for opportunities for improved performance of the club operations and committee functions
- Always represent the club in a professional manner

### Duty of Care

All Committee Members owe a Duty of Care. This Duty of care is summarised in 5 legal statements:

- A duty to act in good faith
- A duty not to gain advantage by improper use of your position
- A duty not to misuse information
- A duty to act with diligence and care
- A duty not to trade while insolvent

### Privacy

As a Committee member to the Meteors, you are subject to the Acts listed in the Privacy section of this document

### Working with Children Checks

As a Committee Member you are required to hold a current WWC with your details listed as a Meteors volunteer.

### Handover / Induction

New Committee members should be welcomed and encouraged to contribute.



As a Committee member information should be passed on to any replacement. This will help new members to understand specific roles and how the Committee functions. This approach is supported by keeping accurate and up-to-date records of all information relevant to particular roles. New members can also use previous minutes to become informed about past decisions of the Committee. The change process can be better managed by including an induction process for new members.

Any information held by a Committee Member on behalf of the club is the Intellectual property of the Mt Eliza Meteors and therefore will need to be returned at the completion of term. Information may include (but not be limited to):

- Registration Records
- Financial Records
- Keys
- Electronic devices
- Passwords / Codes
- Administration records

A committee member who has possession of any documents that belong to the Mt Eliza Meteors must give the information to the President or Vice President within 7 days after the committee member role has ceased term.

## **Roles and Responsibilities of the Committee**

### **President (Chair)**

The role of the President is to provide the principle leadership and responsibility for the organisation and the Committee.

Desirable Attributes:

The President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)
- be a competent public speaker

### **Specific duties include but are not limited to:**

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes and financial purposes



- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to any paid employees
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Work with the Committee to ensure:
  1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
  2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- Serve as a spokesperson for the Club when required
- Communicate regularly and systematically with the Presidents of the member Clubs, the league, association and or parent body
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.

### **Vice President**

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

Desirable Attributes:

The Vice President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the President where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)
- be a competent public speaker
- be able to raise concerns with the President where they arise

### **Specific duties include but are not limited to:**

Specific duties include but are not limited to:



1. In the event of the President being unable to fulfil his/her duties to step into that role
2. In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
3. Be an alternate signatory for the Club for legal purposes and financial purposes
4. Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
5. Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
6. Represent the Club at meetings and forums as agreed with by the President
7. Other duties as nominated by the President and / or Committee

### **Treasurer**

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Club members.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

### **Specific duties include but are not limited to:**

- Provide advice to the Committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings
- Arrange and despatch invoices for periodical payment
- Issue yearly or ½ yearly membership fee
- Keep accurate record of all membership payments
- Be a signatory on club account



## Secretary

Note that in Victoria the former term of Public Officer will be replaced with the term Secretary. It will be assumed that the current Secretary will assume these roles unless otherwise stated. The Secretary can assume any other office if the rules allow.

Desirable Attributes:

The Secretary should:

- be organised
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

## The more standard duties include: (previously Public Officer)

- (1) Notify Consumer Affairs of the Secretary appointment or a change of the Secretary's details
- (2) Notify Consumer Affairs of a change of the association's registered address by lodging a Change of Association Details form. No fee is required.
- (3) Within 1 month after the annual general meeting, lodge an Annual Statement and other required financial documents with the prescribed fee.
  - 3.1 Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement
- (4) Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.

## More unusual duties that can arise:

- (5) Apply to the Registrar for approval of a name change within 1 month after passing a special resolution. An Application for Change of Association Name must be lodged with the prescribed fee.
- (6) Notify the Consumer Affairs of a special resolution in relation to wind up and distribution of the assets of the association.

[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) - for forms and details of fees etc.

## Administrative roles include:

- Maintain committee and club records
- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so
- Develop meeting agendas in consultation with other Committee members and distribute prior to the meeting



- Be familiar with all current Club documents
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- Ensure that official records are maintained of members of the Club and Committee. He / she will ensure that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and Club meetings as specified in the rules
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

### **General Committee**

- Registrar
- Uniform Officer
- IT Officer
- WWC Officer
- Purchasing Officer
- FDBA Representative
- Mornington Co-Ordinator
- Team Manager & Coaches Liaison
- Grievance and Complaints Officer
- General Committee

### **Working with Children Checks (WWC)**

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The Working with Children Act 2005 requires that people who work or volunteer in certain child related activities apply for, and pass, a WWC. The WWC helps to protect children from sexual or physical harm by checking a person's criminal history for serious sexual, serious violence or serious drug offenses and the person's history with specific professional disciplinary bodies for certain findings



[http://www.legislation.vic.gov.au/domino/Web\\_Notes/LDMS/LTObject\\_Store/LTObjSt5.nsf/d1a8d8a9bed958efca25761600042ef5/fe6e82192f34c57fca25778a00179e36/\\$FILE/05-57a027.pdf](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/LTObjSt5.nsf/d1a8d8a9bed958efca25761600042ef5/fe6e82192f34c57fca25778a00179e36/$FILE/05-57a027.pdf)

It is a requirement by the Mt Eliza Meteors that any Coach, Team Manager, club Volunteer or Committee Member holds a valid WWC. The Meteors is required to provide the Frankston District Basketball Association (FDBA) confirmation that all volunteers with the club hold a current WWC. Personal information is not provided to the FDBA other than the name of the volunteer and confirmation that the Meteors have sighted the current WWC

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I have read and agree to abide by the Codes and responsibilities in this document and I understand that if I breach any of the codes, disciplinary action will result.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_