

## Preferred Competencies & Experience

Preferred Competencies	Preferred experience
Organisation	<ul style="list-style-type: none"> <li>Customer focused service skills</li> <li>Organised</li> <li>Diplomatic and collaborative</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Good communication skills (verbal or written)</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Able to work in and support the team</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>Creativity</li> <li>Problem solving</li> </ul>

## Duties (as per the VBSA constitution)

- As soon as practicable after being elected or appointed, each member must become familiar with these Rules and the Act.
- Follow the organization's bylaws, policies, and board resolutions
- Maintain confidentiality about all internal matters of the VBSA
- Collectively responsible for ensuring that the Association complies with the Act and that individual members of the Board comply with these Rules.
- Exercise their powers and discharge their duties with reasonable care and diligence -
  - in good faith in the best interests of the Association; and
  - for a proper purpose.
- Board members and former Board members must not -
  - make improper use of their position; or
  - information acquired by virtue of holding their position to gain an advantage for themselves or any other person or to cause detriment to the Association.
- Follow the rules and guidance set out by the state government including, but not limited to health mandates/recommendations
- Serve as active advocates and ambassadors for the VBSA and engage in identifying and promoting healthy operation so the VBSA can advance its mission
- Prepare for, attend, and conscientiously participate in meetings, committees & sub committees
- Perform any other duties from time to time by resolution at a general meeting
- Declare any conflict-of-interest and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings

The job descriptions below are suggestive, not mandatory. We accept that many people have varied skills. Therefore, these job descriptions have been written to merely serve as a guide and provide any prospective applicant a better understanding of the role.

## Position Description

<b>Job Title:</b>	President
<b>Other impacted areas of responsibility</b>	Governance (Primary) Strategy (Secondary)
<b>Key Stakeholders:</b>	Legal & Compliance such as government bodies State, National and World organisation bodies Board and assistants to the board
<b>Date Prepared:</b>	July 2022

### Role Objective

The president of the board holds the highest rank of the board. This individual must have strong leadership abilities, as they are responsible for governing large teams of people. They run board meetings, appoint committees, and perform other duties as directed by the bylaws. The president works collaboratively with other members of the board and assistants to the board to shape the culture of the VBSA and delivery of its responsibilities and goals.

Helps guide and mediate Board actions with respect to organizational priorities and governance concerns. The president encourages Board's role in strategic planning, appoints the chairpersons of committees, in consultation with other Board members. Monitors financial planning and financial reports. Formally evaluates the performance of the VBSA and informally evaluates the effectiveness of the Board members and assistants.

### Key Accountabilities

Represent the organization in public	<ul style="list-style-type: none"> <li>▪ Participating in external events (includes giving speeches) to represent the VBSA to various affiliated organizations including various government, sporting bodies, clubs, and members etc.</li> <li>• Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li> </ul>
Play a leading role in fundraising activities	<ul style="list-style-type: none"> <li>• To help drive ideas and efforts to promote the VBSA and the sport at State, National and International levels</li> <li>• Stakeholder management with sponsors and various governing bodies</li> <li>• To monitor execution of internal controls to ensure the organisation and its vendors are operating in accordance with compliance policies e.g., OH&amp;S, Diversity, financial and data privacy.</li> </ul>
Evaluates annually the performance of the organization in achieving its mission.	<ul style="list-style-type: none"> <li>▪ Empower the delivery of the VBSA</li> <li>▪ Ensure key person risks are identified and effort is implemented to reduce such risks through activities such as recruitment and role distribution</li> </ul>
As per the VBSA constitution	(1) Subject to subrule (2), the President or, in the President's absence,



	<p>the Vice-President is the Chairperson for any general meetings and for any Board meetings.</p> <p>(2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—</p> <p>(a) in the case of a general meeting—a member elected by the other members present; or</p> <p>(b) in the case of a Board meeting—a Board member elected by the other Board members present.</p>
--	--

## Position Description

<b>Job Title:</b>	Vice President
<b>Other impacted areas of responsibility</b>	Governance (primary) Strategy (Secondary)
<b>Key Stakeholders:</b>	Legal & Compliance such as government bodies State, National and World organisation bodies Board and assistants to the board
<b>Date Prepared:</b>	July 2022

### Role Objective

The Vice President serves directly under the president of the board, who they support in performing their duties and responsibilities. The vice president needs to be able to successfully perform the duties of the president, because they take on the role of the acting president during periods when the president is absent. They work closely with the president and the rest of the board to assist with carrying out any directives, establishing agendas for board meetings and supervising formal assessments of the board. They may also be asked to handle conflicts of interest that may arise within the board.

### Key Accountabilities (includes President's responsibilities)

Assists the president in execution of responsibilities	<ul style="list-style-type: none"> <li>• Participates closely with the board and assistants to the board to develop and implement transition plans</li> </ul>
Represent the organization in public  (President's responsibilities)	<ul style="list-style-type: none"> <li>▪ Participating in external events (includes giving speeches) to represent the VBSA to various affiliated organizations including various government, sporting bodies, clubs, and members etc.</li> <li>• Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li> </ul>
Play a leading role in fundraising activities  (President's responsibilities)	<ul style="list-style-type: none"> <li>• To help drive ideas and efforts to promote the VBSA and the sport at State, National and International levels</li> <li>• Stakeholder management with sponsors and various governing bodies</li> <li>• To monitor execution of internal controls to ensure the organisation and its vendors are operating in accordance with compliance policies e.g., OH&amp;S, Diversity, financial and data privacy.</li> </ul>
Evaluates annually the performance of the organization in achieving its mission.  (President's responsibilities)	<ul style="list-style-type: none"> <li>▪ Empower the delivery of the VBSA</li> <li>▪ Ensure key person risks are identified and effort is implemented to reduce such risks through activities such as recruitment and role distribution</li> </ul>
As per the VBSA constitution	(1) Subject to subrule (2), the President or, in the President's absence,



	<p>the Vice-President is the Chairperson for any general meetings and for any Board meetings</p> <p>(2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—</p> <p>(c) in the case of a general meeting—a member elected by the other members present; or</p> <p>(d) in the case of a Board meeting—a Board member elected by the other Board members present.</p>
--	---

## Position Description

<b>Job Title:</b>	Secretary
<b>Other impacted areas of responsibility</b>	Compliance & Strategy (Primary)
<b>Key Stakeholders:</b>	Legal & Compliance Board and assistants to the board
<b>Date Prepared:</b>	July 2022

### Role Objective

The secretary is a key initiator, contributor and driver of the strategic roadmap and delivery of operational and strategic improvements. The secretary works closely with the President and Vice President in the execution of key activities and formation of any new initiatives.

The secretary is also responsible for administrative and communication-related tasks in addition to regulatory and legal compliance such as notifying members and stakeholders of all regularly scheduled and special meetings.

### Key Accountabilities

Assists in execution of responsibilities	<ul style="list-style-type: none"> <li>Participates closely with the board and assistants to the board to develop and implement transition plans</li> </ul>
Strategy	<ul style="list-style-type: none"> <li>Assist in formulation and delivery of the VBSA strategy and roadmap</li> <li>Working with various government, sporting bodies, and clubs.</li> <li>Presenting ideas for operational improvement</li> </ul>
Administration	<ul style="list-style-type: none"> <li>To help drive ideas and efforts to promote the VBSA and the sport</li> <li>Recording, documenting, and distributing meeting minutes, which is a record of the discussion and any votes that take place.</li> <li>Ensuring the safekeeping and accuracy of these records.</li> <li>Keeps track of the organization's activities to ensure all actions are in accordance with their bylaws.</li> <li>Monitors execution of internal controls to ensure the organisation and its vendors are operating in accordance with compliance policies</li> <li>Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li> </ul>
As per the VBSA constitution	<p>(1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.</p> <p>Example</p> <p><i>Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.</i></p> <p>(2) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.</p>

## Position Description

<b>Job Title:</b>	Treasurer
<b>Other impacted areas of responsibility</b>	Finance (primary) Governance, Strategy & events (Secondary)
<b>Key Stakeholders:</b>	Governance & Compliance Board and assistants to the board
<b>Date Prepared:</b>	July 2022

### Role Objective

Ensure finances are in order and proactively identify any issues. The treasurer will have a strong working knowledge of accounting. Treasurer will also make important decisions regarding spending and investing. They will work closely with other board members to obtain drafts of the annual budget for board approval.

### Key Accountabilities

Finance reporting	<ul style="list-style-type: none"> <li>▪ Prepare financial reports meetings that include information about the VBSA viability and stability. These reports need to be clear and concise to help inform any of the board's decisions.</li> <li>▪ Ensure funding is secured prior to events being approved to proceed</li> <li>▪ Identify opportunities to improve the financial position of the VBSA.</li> </ul>
Strategy	<ul style="list-style-type: none"> <li>▪ Assist with input to the VBSA strategy and roadmap</li> <li>▪ Presenting ideas for operational improvement</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• To help drive ideas and efforts to promote the VBSA and the sport</li> <li>• Recording, documenting, and distributing financial information</li> <li>• Ensuring the safekeeping and accuracy of records.</li> <li>• Monitors execution of internal controls to ensure the financial responsibilities are operating in accordance with compliance policies</li> <li>• Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li> </ul>
As per the VBSA constitution	<p>(1) The Treasurer must—</p> <ul style="list-style-type: none"> <li>(a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association (when applicable); and</li> <li>(b) ensure that all moneys received are paid into the account of the Association as soon as practical; and</li> <li>(c) make any payments authorised by the Board or by a general meeting of the Association from the Association's funds; and</li> </ul> <p>(2) The Treasurer must—</p> <ul style="list-style-type: none"> <li>(a) ensure that the financial records of the Association are kept in accordance with the Act; and</li> <li>(b) coordinate the preparation of the financial statements of the</li> </ul>

	<p>Association and their certification by the Board prior to their submission to the annual general meeting of the Association.</p> <p>(3) The Treasurer must ensure that at least one other Board member has access to the accounts and financial records of the Association.</p>
--	--

## Position Description

<b>Job Title:</b>	Director of Referees
<b>Other impacted areas of responsibility</b>	Refereeing (primary) Governance, Strategy, Pennant & Tournaments (Secondary)
<b>Key Stakeholders:</b>	Score registrar, Tournament Convenor, Tournament Directors Board and assistants to the board
<b>Date Prepared:</b>	July 2022

Role Objective	
To develop and maintain the refereeing capability through assessment/certification, training, and quality checking.	
Key Accountabilities	
Development	<ul style="list-style-type: none"> <li>▪ Create, monitor, improve and report on a plan for referee development</li> <li>▪ Organise referees for events as requested</li> <li>▪ Provide referee services at events</li> <li>▪ Maintain a referee's directory and ensure there are sufficiently qualified referees to support the sport including routine re certification of coaches</li> </ul>
Strategy	<ul style="list-style-type: none"> <li>▪ Assist with input to the VBSA strategy and roadmap</li> <li>▪ Presenting ideas for operational improvement</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• To help drive ideas and efforts to promote the VBSA and the sport</li> <li>• Recording, documenting, and distributing refereeing updates (e.g., new recruits, certification changes etc.)</li> <li>• Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li> </ul>





## Position Description

<b>Job Title:</b>	Score registrar
<b>Other impacted areas of responsibility</b>	Pennant (primary) Technology, Governance, Strategy (Secondary)
<b>Key Stakeholders:</b>	Director of Referees, Webmaster Board and assistants to the board
<b>Date Prepared:</b>	July 2022

### Role Objective

To enable the smooth operation of Pennant competitions from start to finish

### Key Accountabilities

Communication	<ul style="list-style-type: none"><li>Coordinate pennant to maximize the opportunity of success via routine communication with membership, clubs, and teams.</li></ul>
Operations	<ul style="list-style-type: none"><li>Request referees for events as requested</li><li>Schedule pennant seasons &amp; finals</li><li>Coordinate and arrange teams</li><li>Confirm membership requirements for pennant, general and historic purposes</li><li>Process &amp; publish results for VBSA &amp; City club circuit competitions</li><li>Organise trophies, photos, Grand Final mementoes etc.</li><li>Responsible and the source of all decisions for VBSA pennant merchandise</li><li>Request host clubs to organise catering (includes finals meals)</li><li>Team support (questions etc.)</li><li>Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li></ul>

For detailed responsibilities of the Pennant role see "Responsibilities" file (Click on file below)



Responsibilities  
13022022.xlsx

## Position Description

<b>Job Title:</b>	Tournament convenor
<b>Other impacted areas of responsibility</b>	Competition and Pennant (primary) Technology, Governance, Strategy (Secondary)
<b>Key Stakeholders:</b>	Score registrar, Tournament Directors, Director of Referees, Webmaster Board and assistants to the board
<b>Date Prepared:</b>	July 2022

### Role Objective

To enable the smooth operation of competitions from creation through to closure

### Key Accountabilities

Communication	<ul style="list-style-type: none"> <li>Coordinate competitions to maximize the opportunity of success via routine communication with membership.</li> <li>Request referees for events as requested</li> </ul>
Operations	<ul style="list-style-type: none"> <li>Produce, advertise, and maintain calendar of events.</li> <li>Processing of Billiards and snooker rankings after each ranking event.</li> <li>Suggest improvements to operation of the competitions</li> <li>Identify new opportunities to enhance and grow competition participation</li> <li>Identify and liaise with Tournament directors for each event</li> <li>Arrange and coordinate for competition venues</li> </ul> <p>For detailed responsibilities of the TC role see "Tournament convenor checklist" (Click on file below)</p> <div data-bbox="592 1413 647 1476" data-label="Image"> </div> <p>Tournament Convenor Checklist v0</p>
Administration	<ul style="list-style-type: none"> <li>To help drive ideas and efforts to promote the VBSA and the sport</li> <li>Recording, documenting, and distributing tournament communications (e.g., results, match updates etc.)</li> <li>Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li> </ul>

## Position Description

<b>Job Title:</b>	Webmaster
<b>Other impacted areas of responsibility</b>	Technology (primary) All others (Secondary)
<b>Key Stakeholders:</b>	Board and assistants to the board
<b>Date Prepared:</b>	July 2022

### Role Objective

Support, maintain & develop digital systems & defining plans/roadmap & strategies to enable higher value from use of VBSA digital platforms

### Key Accountabilities

Support	<ul style="list-style-type: none"> <li>Provide tech support to board and assistants to the board for VBSA related systems. Provide guidance on "how to" when decisions need to be made e.g., upgrades</li> <li>Support the main systems to ensure continued operation, stability, and performance</li> </ul>
Operations	<ul style="list-style-type: none"> <li>Working with hosting provider and other technology partners to ensure all technology systems maintenance is kept current (this includes supporting systems support e.g., communications systems, social media, e-store etc.)</li> <li>Proactive Troubleshooting.</li> <li>Ensure functionality, ease of use and performance.</li> <li>Respond to any new requirements with solutions or recommendations</li> </ul> <p>For detailed responsibilities of the TC role see "Tournament convenor checklist" (Click on file below)</p>
Administration	<ul style="list-style-type: none"> <li>To help drive ideas and efforts to promote the VBSA and the sport</li> <li>Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li> </ul>

## Position Description

<b>Job Title:</b>	Development
<b>Other impacted areas of responsibility</b>	Marketing & Development & Coaching (primary) All others (secondary)
<b>Key Stakeholders:</b>	Board and assistants to the board
<b>Date Prepared:</b>	July 2022

### Role Objective

Work closely with all members of the board and assistants to the board to help develop the sport appeal. To specifically focus working with the media officer to ensure consistent messaging & the coaching director to ensure alignment of initiatives and activities.

### Key Accountabilities

Operations	<ul style="list-style-type: none"> <li>▪ Distribution of communications to externals for the promotion of the sport and the body.</li> <li>▪ The development of the sport into different areas for growth opportunities</li> <li>▪ Create a development plan and operations to develop the sport appeal to more individuals</li> <li>▪ Associated media strategy to support development</li> <li>▪ Development and monitoring of management of membership (membership management)</li> <li>▪ Regular communication (updates) on progress of development plan</li> <li>▪ Key success indicators for development initiatives (e.g., Number of new regular members)</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• To help drive ideas and efforts to promote the VBSA and the sport</li> <li>• Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li> </ul>

## Position Description

<b>Job Title:</b>	Director of Coaching
<b>Other impacted areas of responsibility</b>	Development, Marketing & Development (primary) Pennant & Tournaments (Secondary)
<b>Key Stakeholders:</b>	Score registrar, Tournament Convenor, Tournament Directors
<b>Date Prepared:</b>	July 2022

### Role Objective

Develop a VBSA coaching capability via mentoring, assessment/certification, training, and quality checking to improve the availability and quality of VBSA coaches and adopt more diverse coaching membership e.g., young, disabled, gender diversity etc.

### Key Accountabilities

Operation	<ul style="list-style-type: none"> <li>▪ Maintain a coach's directory</li> <li>▪ Develop and run an operation to ensure there are sufficiently qualified coaches to support the sport including routine re certification</li> <li>▪ Create a state coaching program</li> </ul>
Strategy	<ul style="list-style-type: none"> <li>▪ Create a plan for coaching development including measures of success e.g., number of new active coaches per year</li> </ul>
Administration	<ul style="list-style-type: none"> <li>▪ Presenting ideas for operational improvement</li> <li>▪ To help drive ideas and efforts to promote the VBSA and the sport</li> <li>▪ Recording, documenting, and distributing coaching updates (e.g., new recruits, certification changes etc.)</li> <li>▪ Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li> </ul>

## Position Description

<b>Job Title:</b>	Media Officer
<b>Other impacted areas of responsibility</b>	Coaching (primary) All others (secondary)
<b>Key Stakeholders:</b>	Board and assistants to the board
<b>Date Prepared:</b>	July 2022

### Role Objective

The media officer maintains the externally facing presence (Brand) of the VBSA with all key stakeholder groups using the suite of digital assets available.

### Key Accountabilities

Operations	<ul style="list-style-type: none"> <li>▪ Evaluating, planning, organizing, and contributing to the social media channels</li> <li>▪ Identify and interpret the popular trends in social media to maximize new opportunities and make recommendations</li> <li>▪ Working in collaboration with the other parts of the VBSA to develop marketing partnerships and strategies.</li> <li>▪ Distribution of communications to externals for the promotion of the sport and the body.</li> <li>▪ Ensuring that a proper marketing message has been delivered by which the position of the company is strengthened.</li> <li>▪ Advertising the sport into different areas for growth opportunities</li> <li>▪ Create a marketing plan and operation to develop the sport appeal to more individuals e.g., identify new target audiences and partnerships etc.</li> <li>▪ Associated media strategy to support development</li> <li>▪ Monitoring of the strategy against the agree goals</li> <li>▪ Regular communication (updates) on progress of the marketing plan</li> <li>▪ Monitor key indicators (e.g., Customer /member sentiment) and recommend changes to improve outcomes</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• To help drive ideas and efforts to promote the VBSA and the sport</li> <li>• Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li> </ul>

## Position Description

<b>Job Title:</b>	Affiliates coordinator
<b>Other impacted areas of responsibility</b>	Governance & Score registrar (primary) All others (secondary)
<b>Key Stakeholders:</b>	Board and assistants to the board
<b>Date Prepared:</b>	July 2022

### Role Objective

Be a coordinator for all affiliated clubs to maintain relationships and maximise value of the relationship

### Key Accountabilities

Operations	<ul style="list-style-type: none"> <li>▪ Represent the affiliates and their needs and feedback/suggestions</li> <li>▪ Engage with affiliates on a routine basis looking for opportunities to maximize the VBSA and affiliate relationship and services</li> <li>▪ Working in collaboration with the other parts of the VBSA to develop marketing partnerships and strategies.</li> <li>▪ Distribution of communications to externals for the promotion of the sport and the body.</li> <li>▪ Regular communication (updates) on the health of the affiliates and the opportunities</li> <li>▪ Monitor key indicators (e.g., Affiliate numbers) and recommend changes to improve outcomes</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• To help drive ideas and efforts to promote the VBSA and the sport</li> <li>• Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)</li> </ul>