

Handball West Board

Position Descriptions, Portfolios, Powers and Responsibilities



The Association

Objects of the Association (from constitution)

- To act as the governing body of the sport Handball in Western Australia.
- To promote, control and manage the sport of Handball in Western Australia.
- To provide the best opportunity for all members to participate.

Powers of the Association (from constitution)

- To acquire, hold, deal with, and dispose of any real or personal property;
- To open and operate bank accounts;
- To invest its money –
 - In any security in which trust moneys may be invested; or
 - In any other manner authorised by the rules of the Association;
- To borrow money upon such terms and conditions as the Association thinks fit;
- To give such security for the discharge of liabilities incurred by the Association as the association thinks fit;
- To appoint agents or employees to transact any business of the Association on its behalf for reward or otherwise;
- To build, construct, erect, maintain, alter and repair any premises, building or other structure of any kind and to furnish equip and improve the same for use by the Association;
- Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Association;
- Organise social events for members and the promotion of the Association; and
- To enter into any other contract the Association considers necessary or desirable to achieve its objectives.

The Board of the Association

Objects of the Board (from constitution)

- The board shall carry out the day to day running of the association, with empowerment to do all things necessary to attain the objects of the Association.

Powers of the Board (from constitution)

- The board has the right to join any organisation it deems beneficial to the Association and its objects.
- The board shall have the power to suspend or expel any member of the Association for:
 - False or inaccurate statements made in the members application for membership of the Association;
 - Breach of any rule, regulation or by-law of the Association;
 - By any act detrimental to the Association after having undertaken due inquiry.
 - A member's annual membership fee remains unpaid after one month falling due.
- Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account.
- Fix the manner in which such banking accounts shall be operated upon, providing the Executive Committee passes all payments.
- Fix fees and subscriptions payable by members and decide such levied, fines and charges as is deemed necessary and advisable, and to enforce payment thereof.
- Adjudicate on all matters brought before it, which in any way affect the association.
- Make, amend and rescind rulings and by-laws.
- May at their discretion employ a person or persons to carry out certain duties required by the association, at salaries or remunerations for such period of time, as may be deemed necessary.
- Appoint an officer(s) or agent of the Executive Committee to have custody of the Association's records, documents and securities

The Members of the Board

Composition of the Board (from constitution)

- The affairs of the Association shall be conducted by a board that consists of the Executive Committee, and one Delegate from each club.
- The Chairman (President), Vice President, Treasurer, and Secretary and up to four other board members, nominated by the chairman, constitutes the Executive Committee.
- No person shall hold more than one position on the board at any given time.

Chairman (President) – Currently Michael Bone

Position Description

The role of Chairman (President) of the Board, in addition to the responsibilities outlined in the General Board Member Position, involves:

- Serving as the Chief Volunteer of the Association
- Providing leadership to the Board, and partner with them to help in achieving the Association's objects
- Chairing meetings of the Board, after developing the agenda with the Executive Committee
- Encouraging Board's role in strategic planning
- Appointing the chairpersons of sub-committees, in consultation with other Board members.
- Serving *ex officio* as a member of committees and attends their meetings when invited.
- Helping guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Reviewing with the Board any issues of concern to the Association.
- Monitoring financial planning and financial reports.
- Playing a leading role in fundraising activities.
- Informally evaluating the effectiveness of Board members, and performance of the Board as a whole.
- Evaluating annually the performance of the organization in achieving its mission.
- Exercise powers, as set out in the constitution, when required.
- Perform duties set out in the constitution, as required.
- Contribute a President's Report, and fill out any other relevant sections to be presented in the Annual Report at the Annual General Meeting
- Performing other responsibilities assigned by the Board, including at least one major portfolio.

Powers and Responsibilities of the Chairman (from constitution)

- The chairman has the power to form and appoint any sub-committee(s) as required for specific purposes.
- The chairman shall allocate portfolios to all board members.
- Should an office bearer vacate his or her seat less than six months from the end of their term, the chairman can choose a replacement until the next AGM.
- In the event of a tied vote at an Annual General Meeting, Special General Meeting, Board Meeting, or Executive Committee meeting, the Chairman shall exercise a casting vote.
- The common seal of the Association shall be kept in the care of the Chairman and Secretary.

Vice President – Currently Mia Juritzen

Position Description

This position is typically successor to the Chairman position. The role of the Vice President of the Board, in addition to the responsibilities outlined in the General Board Member Position, involves:

- Performing Chairman responsibilities when the Chairman cannot be available (see above for Chairman Position Description).
- Reporting to the Board's Chairman.
- Working closely with the Chairman and other Board members.
- Participating closely with the Chairman to develop and implement officer transition plans.
- Exercise powers, as set out in the constitution, when required.
- Perform duties set out in the constitution, as required.
- Performing other responsibilities assigned by the Board, including at least one major portfolio.

Powers and Responsibilities of the Vice President (from constitution)

- If the Chairman (President) vacates his or her seat less than six months from the end of their term, the Vice President will assume the seat of the Chairman, and appoint a temporary Vice President until the next AGM.

Secretary – Currently Christie Suggate

Position Description

The role of Secretary of the Board, in addition to the responsibilities outlined in the General Board Member Position, involves:

- Maintaining records of the board and ensures effective management of organization's records
- Calling of meetings (Annual General Meetings, Special General Meetings, Board Meetings, and Executive Committee Meetings) and distribution of documents relevant to the meeting within the required timeframe, as set out in the constitution.
- Managing minutes of all meetings set out above.
- Ensures minutes are distributed to members shortly after each meeting.
- Collection of mail from Association Post Box
- Exercise powers, as set out in the constitution, when required.
- Perform duties set out in the constitution, as required.
- Contribute a Secretary's Report, and fill out any other relevant sections to be presented in the Annual Report at the Annual General Meeting
- Performing other responsibilities assigned by the Board, including at least one major portfolio.

Powers and Responsibilities of the Secretary (from constitution)

- The Secretary shall give at least 14 days' notice of the date of the Annual General Meeting to members.
- The Secretary shall give at least seven days' notice, in writing, of the date of a General Meeting to members. Notice of General Meetings shall set out clearly the business for which the meeting has been called.
- The membership register of the Association shall be maintained by and kept in the custody of the Secretary or a delegate, as determined by council.

- Upon request to the Secretary, the membership register shall be made available to a member for inspection.
- The Secretary shall have custody of all non-financial documents and records of the Association, including this constitution.
- Provide to a member copies of documents or records, upon request.
- The Secretary can spend up to 100 AUD Petty Cash without the consent of the Executive Committee, and shall keep a record of such expenditure in a Petty Cash Book.
- The common seal of the Association shall be kept in the care of the Chairman and Secretary.
- The Secretary shall forward notices of motion to alternations the Constitution and/or By-laws to each Executive Committee member at least 14 days prior to the Annual General Meeting or 7 days prior to a General Meeting.
- Within one month of the passing of a special resolution, the Secretary shall notify the Department of Consumer and Employment Protection of the amendment.

Treasurer – Currently Stephanie Maconachie

Position Description

The role of Treasurer of the Board, in addition to the responsibilities outlined in the General Board Member Position Description, involves:

- Managing finances of the organization.
- Administrating fiscal matters of the organization.
- Providing annual budget to the board for members' approval.
- Ensures development and board review of financial policies and procedures.
- Exercise powers, as set out in the constitution, when required.
- Perform duties set out in the constitution, as required.
- Contribute a Treasurer's Report, and fill out any other relevant sections to be presented in the Annual Report at the Annual General Meeting
- Performing other responsibilities assigned by the Board, including at least one major portfolio.

Powers and Responsibilities of the Treasurer (from constitution)

- The Treasurer shall have custody of all financial records of the Association.
- A statement showing the financial position of the Association shall be tabled at each Executive Committee Meeting by the treasurer.
- A statement of income and expenditure, assets and liabilities shall be submitted to the Annual General Meeting by the Treasurer.
- The Treasurer shall be the main signatory to the Associations account(s).

General Board Members – Currently Melanie Charles, Yvonne Wortelboer, Jo Smith

Position Description

The role of a General Board Member involves:

- Regularly attending board meetings and important related meetings.
- Making serious commitment to participate actively in committee work.
- Volunteering for and willingly accepting assignments and completes them thoroughly and on time.
- Staying informed about committee matters, preparing themselves well for meetings, and reviewing and commenting on minutes and reports.
- Getting to know other committee members and builds a collegial working relationship that contributes to consensus.
- Being an active participant in the committee's annual evaluation and planning efforts.
- Participating in fund raising for the organization.
- Performing other responsibilities assigned by the Board, including at least one minor portfolio.

Club Delegate – UWA – Currently Jo Smith; Southside – Currently Ralph Bourn

Position Description

The role of Club Delegate to the Board involves:

- Represent the interests of their club on the Association board.
- Arrange required bookings for club training sessions and/or state league games.
- Collect membership fees and forms, and pass onto the Membership Officer and Treasurer respectively.
- Ensuring all club players and coaches are registered with Handball West (the HW Membership Officer can provide a Membership Register upon request).
- Organise and appoint coaches (where required) for training sessions and matches.
- Submit team lists to the State League Coordinator prior to matches.
- Maintaining and keeping an inventory of all equipment supplied by Handball West to the club.
- Regularly attending board meetings and important related meetings.
- Making serious commitment to participate actively in committee work.
- Staying informed about committee matters, preparing themselves well for meetings, and reviewing and commenting on minutes and reports.
- Getting to know other committee members and builds a collegial working relationship that contributes to consensus.
- Being an active participant in the committee's annual evaluation and planning efforts.
- Participating in fund raising for the organization.

Powers and Responsibilities of the Club Delegate (from constitution)

- Club Delegates shall be chosen by their respective clubs.
- Each Club gets one Club Delegate that sits on the Board.
- If a Club Delegate vacates their seat on the board, the Club shall appoint a replacement.

Portfolios

Portfolios cover areas deemed either necessary or desirable by the Board in order for the Association to achieve its objects. They are divided into major and minor portfolios. Major portfolios require a high level of involvement and are core essentials for Handball West to meet its obligations both with the Department of Sport and Recreation, and with Handball Australia. Minor portfolios are for areas not deemed essential for the functionality of Handball West, but highly desirable for achieving its objects. They may involve a large time commitment, but do not necessarily require a specific knowledge set that some of the major portfolios require. Occasional portfolios represent areas that do not necessarily occur on a regular or annual basis, but require special attention. The person assigned the portfolio is primarily responsible for it, but can get assistance with it when required (either from within the board, from outside the board, or from sub-committees).

Major Portfolios

Handball Australia Delegate – Currently Michael Bone

The delegate to Handball Australia sits on the HA board as the representative for Western Australia. This responsibility involves actively participating in monthly teleconference meetings of the board. These meetings help guide the running of the association, and development of the sport nationwide. The delegate may be asked to participate in sub-committee activities, be on selection panels for national teams (players and/or coaches), and represent Handball Australia at official functions. The delegate acts as the point of contact for Western Australia for communication from Handball Australia, and for communication from other state associations. Prior to the Handball Australia AGM, the delegate must submit an annual report on the activities of Handball West.

WA Department of Sport and Recreation Reporting Requirements – Currently Mia Juritzen

The WA Department of Sport and Recreation (DSR) is a major source of funding for Handball West, both on a regular basis, and for occasional events (such as hosting national competition). They also offer many additional services available to Handball West to assist the development of the sport, including basic courses on administration of association, volunteer training, and financial planning. In return for these services and funds, DSR requires a stringent set of reports to be submitted annually by the Association. This portfolio involves being responsible for the submission of these reports, and being the primary point of contact for Handball West for communications from DSR. A lot of the reporting process will require input from other members of the board (including Treasurer and Membership Officer), but the collation and submission of the reports will be this person's responsibility.

Membership Officer – Currently Stephanie Maconachie

The Membership Officer is responsible for the collection and maintenance of the Membership Register for Handball West. The Membership register included all of the players' relevant personal details, membership type, and payment status. At the end of each month the Membership Officer submits an up to date register to the Membership Officer of Handball Australia. They will then receive an invoice for the relevant Handball Australia registration fees, which the HW treasurer is to arrange payment of.

Development Officer – Currently Ronny Fifi

The Development Officer is responsible for the grassroots level development of the sport. This is predominantly to do with junior and school age handball in the state. This includes coordination of handball instructors for after school programmes; liaising with school teachers for handball clinics and handball carnivals; and being the Handball West representative at meetings of School Sports WA Handball Programme. As the sport grows, this role will also encompass managing a Handball West Junior Programme, potentially with the assistance of a Junior Handball sub-committee, with the goal of sending WA teams to junior and youth handball national events.

Minor Portfolios

Webmaster – Currently Melanie Charles

The Webmaster is responsible for the updating and maintenance of the Handball West website. This includes uploading approved material when requested by a Board Member in a timely manner, and removal of material once it becomes superseded or no longer relevant. The Webmaster is also responsible for managing the @handballwest.org.au email addresses, and coordinating the redirection of emails to the relevant board member. In addition to this, they are responsible for contacting the hosting company when required, and passing on details of hosting costs to the Treasurer when payment is required.

WA Olympic Committee Delegate – Currently Michael Bone

This delegate is the representative of the sport of Handball on the WA Olympic Committee. Responsibilities include providing a report on the progress of the sport (when requested), and attending the Annual General Meeting. Should the Australian Handball Team qualify for the Olympic Games, it is anticipated that there will be an expanded set of responsibilities associated with this role.

Indoor State League Manager – Currently Michael Bone

The Indoor State League Manager is responsible for the coordination of the State League Competition throughout the Indoor season. This includes creation of fixtures for the season, management of the matches on game day, collection of match results, and regular publication of results and league ladder. If a club forfeits, or is unable to field a team, the League Manager will determine an appropriate course of action.

Beach Handball Manager – Currently Mia Juritzen

The Beach Handball Manager is responsible for the coordination of the Beach Handball training sessions and social competitions throughout the Beach season. This role usually involves being the chairperson of the Beach Handball Sub-Committee, which assists in this role. This role includes arranging transport of equipment to and from beach venues, arranging of coaches for beach training

sessions, assisting with the collection of membership forms and fees, development of fixtures for social competitions, and management of social competition events. Some or all of these roles can be delegated to the members of the Beach Sub-Committee.

Communications Officer – Currently Mia Juritzen

The Communications Officer is responsible for the conveyance of information to the members of the Association through means other than the website. This includes (but is not limited to) use of emails and social media accounts (Facebook, Twitter, Instagram). The Communications Officer will provide information regarding upcoming events, any last minute changes to training or matches, and will use the available media to help promote and develop the sport in WA.

Occasional Portfolios

National Event Hosting Manager – None required currently

When WA is allocated the hosting rights for a national event, and additional portfolio is allocated, the Hosting Manager. They are primarily responsible for the organisation of the event. If deemed necessary, a sub-committee should be formed, or help sought from within or outside the board. Responsibilities include (but are not limited to):

- Booking a suitable venue.
- Conveying dates/venues to Handball Australia, and other state delegates (if necessary, through the Handball Australia Delegate).
- Arranging the procurement of necessary equipment.
- Developing and applying a budget for the event.
- Completion of required applications for funding and/or sponsorship.
- Compiling a Team Information Pack for distribution to state team managers.
- Organisation of tournament merchandise.
- Organisation of team dinner.
- Organisation of trophies for winners and MVPs.
- Setting of prices for team entry, merchandise, and team dinner to suit event budget.
- Fixturing of event.
- Actively managing and providing on the ground support during the event.

Sub-Committees

Sub-committees are formed to for areas where a larger, more specialised volunteer workforce is required, in areas that are not core to the function of the Association, but help the Association achieve its objects. A chairperson from each sub-committee is appointed from the Board by the Chairman. The members of the sub-committee are appointed by the Sub-Committee Chairperson, and can come from the wider membership base of the Association. Each sub-committee works to help the Association achieve its objects through its particular area of focus. The Chairperson of each Sub-Committee will report their progress back to the Board.

Existing Sub-Committees

Beach Handball Sub-Committee – Currently chaired by Mia Juritzen

The Beach Handball Sub-Committee is responsible for the coordination of the Beach Handball training sessions and social competitions throughout the Beach season. This sub-committee reports to the Beach Handball Manager, from the HW Board. The responsibilities of this sub-committee include:

- Arranging transport of equipment to and from beach venues.
- Arranging of coaches for beach training sessions.
- Assisting with the collection of membership forms and fees.
- Development of fixtures for social competitions.
- Management of social competition events.
- Selection of team managers and coaches for teams travelling to national competitions.
- Forming selection committees for players (if required) for teams travelling to national competitions.
- Contribution to selection of prize-winners for the Handball West annual awards night.

Proposed Sub-Committees

High Performance Sub-Committee – Currently chaired by Ralph Bourn

The High Performance Sub-Committee is responsible for the development of players with the aim of competing at a high level at national competition. High Performance Squads have existed in the lead up to previous national competition, with varying level of success and organisation. This sub-committee aims to improve the consistency of the programme, improving the quality of the output, with the goal of improving results by WA teams at national championships. The responsibilities of this sub-committee include (but are not limited to):

- Appointing of team managers for the men's and women's High Performance Squads.
- Forming selection committees for the appointment of coaches to the High Performance Squads and senior state teams.
- Booking of training venues for High Performance Squad training sessions.
- Setting training fees for High Performance Squad training sessions, such that all costs are recovered.
- Collection of fees from squad members to cover training costs.

- Ensuring all squad members are current members of Handball West.
- Forming committees for the selection of state teams for national competitions.
- Arranging relevant requirements for state teams at national competitions (including uniforms, accommodation, transport).
- Arranging payment of relevant fees for state teams at national competitions.
- Collection of payments from players for items and activities related to national competitions (e.g. uniforms, team entry fees, accommodation, team dinner payments).
- Contribution to selection of prize-winners for the Handball West annual awards night.

Junior Handball Sub-Committee

The Junior Handball Sub-Committee would be responsible for the grassroots level development of the sport. They would predominantly deal with junior and school age handball in the state. They would report to the Development Officer, and look to implement programmes to develop junior handball players in the state with the short term goal of sending WA teams to junior and youth national championships, and the long term goal of feeding players into the High Performance Squads when they are age-appropriate.

Future Sub-Committees

These sub-committees are desirable in the long term look ahead at the development of the sport, but are not the immediate priority of the Association.

Sponsorship Sub-Committee

This Sub-Committee would work with local businesses and sporting suppliers to develop relationships that benefit the Association through sponsorship agreements that could lead to lower membership fees, reduced equipment costs, or reduction in costs associated with teams competing at national competitions.

Sub-Committee Chairperson – Currently Mia Juritzen (Beach) & Ralph Bourn (High Performance)

Position Description

The role of a Sub-Committee Chairperson involves:

- Setting tone for the sub-committee work.
- Ensuring that members have the information needed to do their jobs.
- Overseeing the logistics of sub-committee's operations.
- Reporting to the Board's Chairman.
- Reporting to the full Board on committee's decisions/recommendations.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Initiates and leads the committee's annual evaluation.

Sub-Committee Member

Position Description

The role of a Sub-Committee member involves:

- Regularly attending sub-committee meetings and important related meetings.
- Making serious commitment to participate actively in sub-committee work.
- Volunteering for and willingly accepting assignments and completes them thoroughly and on time.
- Staying informed about sub-committee matters, preparing themselves well for meetings, and reviewing and commenting on minutes and reports.
- Getting to know other sub-committee members and builds a collegial working relationship that contributes to consensus.
- Being an active participant in the sub-committee's evaluation and planning efforts.
- Participating in fund raising for the organization.