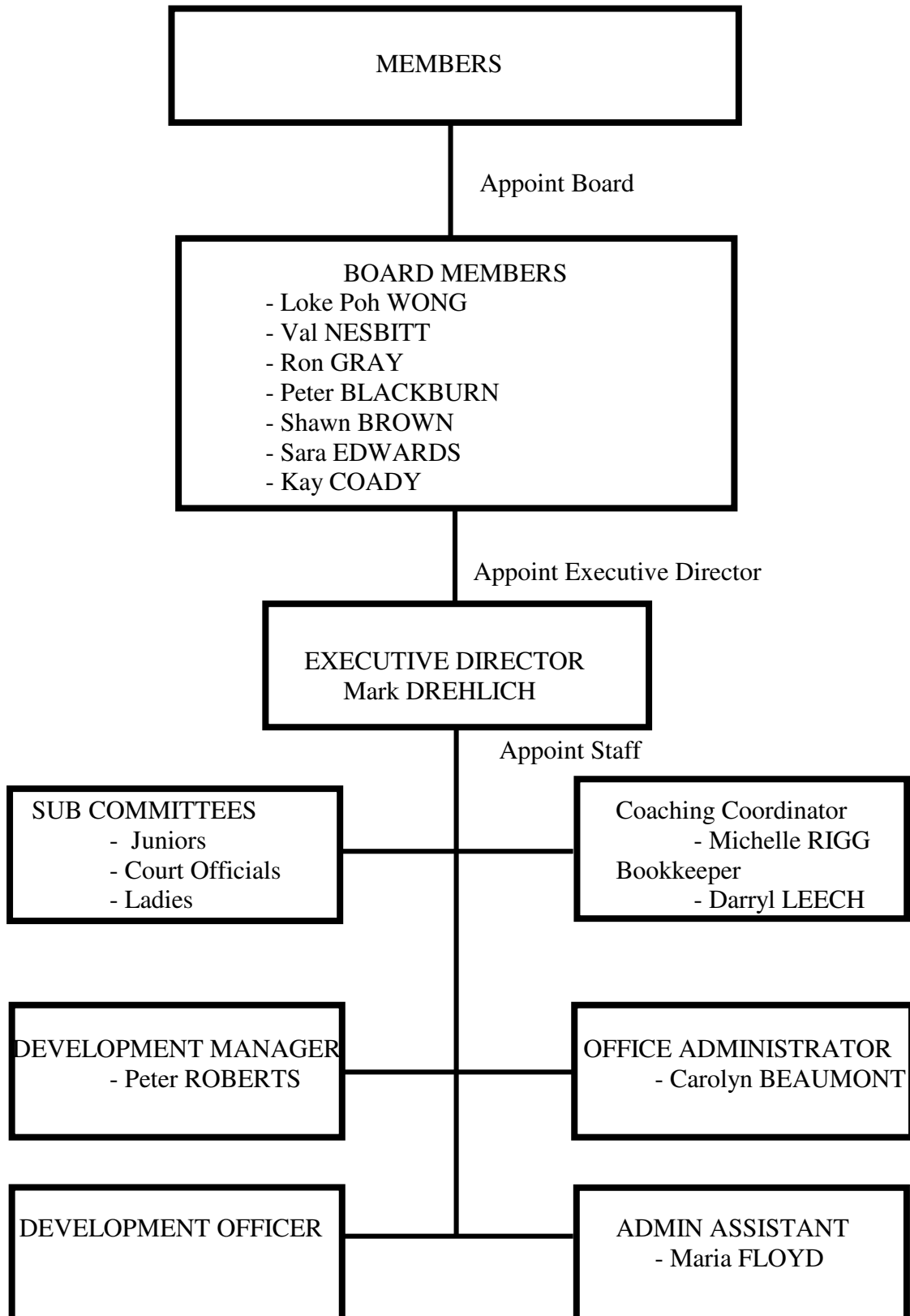


# BADMINTON VICTORIA GOVERNANCE TEAM

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# ORGANISATIONAL CHART



## CONTACT DETAILS

### BOARD MEMBERS

Position	Name	Mobile	Tel	Email
President	Loke Poh Wong			
Secretary	Val Nesbitt			
Treasurer	Ron Gray			
BM No. 1	Shawn Brown			
BM No. 2	Sara Edwards			
BM No. 3	Kay Coady			
BM No. 4	Peter Blackburn			

### BV STAFF

Position	Name	Tel	Email
Executive Director	Mark Drehlich	9686 4777	mdrehlich@badmintonvic.com.au
Administrative Officer	Carolyn Beaumont	9686 4777	admin@badmintonvic.com.au
Development Manager	Peter Roberts	9686 4777	devmanager@badmintonvic.com.au
Development Officer		9686 4777	bvdevelopment@badmintonvic.com.au
Admin Assistant	Maria Floyd	9686 4777	mfloyd@badmintonvic.com.au
Coaching Coordinator	Michelle Rigg	9255 5333	coaching@badmintonvic.com.au
MYOB Consultant	Darryl Leech		

**POSITION:** Board Member (President)

**AUTHORITY/RESPONSIBILITY**

The Board of Directors is the legal authority for Badminton Victoria

As a member of the Board, A Director acts in a position of trust for the Badminton community and is responsible for the effective governance of the organisation.

The President is also responsible and accountable to the membership

**QUALIFICATIONS/SKILLS:**

Knowledge and skills in one or more areas (but not exclusive to) of Board governance: policy, finance, legal, events, development, marketing and/or personnel.

**TERM:**

The President is elected by the membership at the Annual general meeting, and serve for a two-year term.

**REQUIREMENTS:**

- Commitment to the work of the organization
- Knowledge and skills in one or more areas (but not exclusive to) of Board governance: policy, finance, development, legal, events, marketing and/or personnel
- Willingness to actively participate at Board meetings and related activities
- Attendance at monthly Board meetings
- A time commitment of approximately five hours per month, (includes Board preparation, meeting and committee meeting time)
- Attendance at Annual General Meeting
- Attendance at Members forum
- Be informed of the services provided by Badminton Victoria and publicly support the organisation
- Prepare for and participate in the discussions and the deliberations of the Board
- Be aware and abstain from any conflict of interest

**MAJOR DUTIES:**

- Along with the Executive Director primary spokesperson for Badminton Victoria to the media and community at large
- Address the Annual General Meeting and Members Forum
- Chair the Board of Badminton Victoria
- A signing authority on behalf of the Board for financial and legal purposes
- Represent the organization to Government and Key Stakeholders.
- Provides leadership and direction to the Board
- Represent Badminton Victoria at functions
- In conjunction with the Executive Director set monthly Board meeting agenda
- Enhance relationships with other community groups and agencies
- Provide Direction (along with the Board) to the Executive Director
- Establish overall long and short term goals, objectives and priorities for Badminton Victoria in meeting the needs of Badminton within Victoria
  
- Recommend policy to the Board
- Promote Badminton Victoria membership through community networking, etc.
- Being accountable to the funders for the services provided and funds expended
- Monitors and evaluates the effectiveness of Badminton Victoria through a regular review of programs and services
- Being accountable and seeking nominations for election to the Board when appropriate
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and Badminton Victoria staff
- Be aware of and abstain from any conflict of interest

**POSITION:** Board Member (Secretary)

**AUTHORITY/RESPONSIBILITY**

The Board of Directors is the legal authority for Badminton Victoria

As a member of the Board, A Director acts in a position of trust for the Badminton community and is responsible for the effective governance of the organisation.

**QUALIFICATIONS/SKILLS:**

Knowledge and skills in one or more areas (but not exclusive to) of Board governance: policy, finance, legal, events, development, marketing and/or personnel.

**TERM:**

Directors are elected by the membership at the Annual general meeting. Directors serve for a two-year term.

**REQUIREMENTS:**

- Commitment to the work of the organization
- Knowledge and skills in one or more areas (but not exclusive to) of Board governance: policy, finance, development, legal, events, marketing and/or personnel
- Willingness to actively participate at Board meetings and related activities
- Attendance at monthly Board meetings
- A time commitment of approximately five hours per month, (includes Board preparation, meeting and committee meeting time)
- Attendance at Annual General Meeting
- Attendance at Members forum
- Be informed of the services provided by Badminton Victoria and publicly support the organisation
- Prepare for and participate in the discussions and the deliberations of the Board
- Be aware and abstain from any conflict of interest

**MAJOR DUTIES:**

- Prepare and maintain minutes and records for all board meetings
- Reviews/monitors and verifies accuracy of the meetings minutes, and circulates to all Board Members
- Governing Badminton Victoria by the broad policies developed by the Board
- Establish overall long and short term goals, objectives and priorities for Badminton Victoria in meeting the needs of Badminton within Victoria
- Recommend policy to the Board
- Promote Badminton Victoria membership through community networking, etc.
- Being accountable to the funders for the services provided and funds expended
- Monitors and evaluates the effectiveness of Badminton Victoria through a regular review of programs and services
- Being accountable and seeking nominations for election to the Board when appropriate
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and Badminton Victoria staff
- Be aware of and abstain from any conflict of interest

**POSITION:** Board Member (Treasurer)

**AUTHORITY/RESPONSIBILITY**

The Board of Directors is the legal authority for Badminton Victoria

As a member of the Board, A Director acts in a position of trust for the Badminton community and is responsible for the effective governance of the organisation.

**QUALIFICATIONS/SKILLS:**

Knowledge and skills in one or more areas (but not exclusive to) of Board governance: policy, finance, legal, events, development, marketing and/or personnel.

**TERM:**

Directors are elected by the membership at the Annual general meeting. Directors serve for a two-year term.

**REQUIREMENTS:**

- Commitment to the work of the organization
- Knowledge and skills in one or more areas (but not exclusive to) of Board governance: policy, finance, development, legal, events, marketing and/or personnel
- Willingness to actively participate at Board meetings and related activities
- Attendance at monthly Board meetings
- A time commitment of approximately five hours per month, (includes Board preparation, meeting and committee meeting time)
- Attendance at Annual General Meeting
- Attendance at Members forum
- Be informed of the services provided by Badminton Victoria and publicly support the organisation
- Prepare for and participate in the discussions and the deliberations of the Board
- Be aware and abstain from any conflict of interest

**MAJOR DUTIES:**

- Ability to read/understand/Interpret financial statements for Board members
- Chair the Finance Committee
- A signing authority on behalf of the Board for financial matters
- Ensure audited financial statements are presented to the Board on an annual basis
- Calls the motion at Annual General Meeting to appoint the Auditor
- Act as a resource to other committees
- Governing Badminton Victoria by the broad policies developed by the Board
- Establish overall long and short term goals, objectives and priorities for Badminton Victoria in meeting the needs of Badminton within Victoria
- Recommend policy to the Board
- Promote Badminton Victoria membership through community networking, etc.
- Being accountable to the funders for the services provided and funds expended
- Monitors and evaluates the effectiveness of Badminton Victoria through a regular review of programs and services
- Being accountable and seeking nominations for election to the Board when appropriate
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and Badminton Victoria staff
- Be aware of and abstain from any conflict of interest

**POSITION:** Board Member (Ordinary)

**AUTHORITY/RESPONSIBILITY**

The Board of Directors is the legal authority for Badminton Victoria

As a member of the Board, A Director acts in a position of trust for the Badminton community and is responsible for the effective governance of the organisation.

**QUALIFICATIONS/SKILLS:**

Knowledge and skills in one or more areas (but not exclusive to) of Board governance: policy, finance, legal, events, development, marketing and/or personnel.

**TERM:**

Directors are elected by the membership at the Annual general meeting. Directors serve for a two-year term.

**REQUIREMENTS:**

- Commitment to the work of the organization
- Knowledge and skills in one or more areas (but not exclusive to) of Board governance: policy, finance, development, legal, events, marketing and/or personnel
- Willingness to actively participate at Board meetings and related activities
- Attendance at monthly Board meetings
- A time commitment of approximately five hours per month, (includes Board preparation, meeting and committee meeting time)
- Attendance at Annual General Meeting
- Attendance at Members forum
- Be informed of the services provided by Badminton Victoria and publicly support the organisation
- Prepare for and participate in the discussions and the deliberations of the Board
- Be aware and abstain from any conflict of interest

**MAJOR DUTIES:**

- Governing Badminton Victoria by the broad policies developed by the Board
- Establish overall long and short term goals, objectives and priorities for Badminton Victoria in meeting the needs of Badminton within Victoria
- Recommend policy to the Board
- Promote Badminton Victoria membership through community networking, etc.
- Being accountable to the funders for the services provided and funds expended
- Monitors and evaluates the effectiveness of Badminton Victoria through a regular review of programs and services
- Being accountable and seeking nominations for election to the Board when appropriate
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and Badminton Victoria staff
- Be aware of and abstain from any conflict of interest

**POSITION:** Executive Director  
**RESPONSIBLE TO:** Board of Badminton Victoria

### **SCOPE OF POSITION**

As **Executive Director**, provide management control and direction over all administrative duties and be responsible for implementing and executing Board directives.

Carry out administrative tasks in compliance with the Rules & Purposes of Badminton Victoria.

The Executive Director may delegate portions of responsibility, consistent with authorised policies and procedures but may not delegate nor relinquish the accountability for the results of these tasks.

All staff are responsible to the **Executive Director**, and the **Executive Director** has full responsibility for the day to day operations of Badminton Victoria.

The **Executive Director** will develop and maintain a comprehensive reporting process to keep the Board informed and will develop a close working relationship with the President.

A review of performance will be undertaken by representative(s) of the Board on at least an annual basis. The review will be based on agreed Key Performance Indicators.

### **KEY PERFORMANCE INDICATORS**

- Focus on maintaining current Affiliates, identifying potential growth areas
- Increase participation rates
- Attract sponsorship money to fund Badminton activities
- Generate increased income, for BV to use in promoting and developing the sport
- Have 100% of Member Associations Incorporated
- Provide quality Insurance coverage for Member Associations through the BV Insurance scheme
- Have a comprehensive and informative website regularly maintained and is considered easy to navigate and proves a useful club management tool.
- Provide sound customer service to the membership base
- Act in accordance with Board Directives and complete all relevant tasks
- Secure Government funding and ensure reports are completed
- Provide a friendly and efficient work environment and motivated staff

### **RELATIONSHIPS** (The key relationships both internal and external)

#### ***Internal Contacts:***

- President of Badminton Victoria
- Board of Badminton Victoria
- BV Staff
- Member Associations
- BV Committee's

#### ***Key External Contacts:***

- Badminton Australia
- Melbourne Sports & Aquatic Centre
- Sport & Recreation Victoria
- Vic Health
- Government Agencies

**ACCOUNTABILITIES** (Roles, responsibilities)

KEY ACCOUNTABILITIES	RESPONSIBILITIES
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Together with the Board plan, develop and implement the BV Strategic direction.</li> <li>• Regularly review the Badminton Victoria Strategic Plan through evaluating performance, incorporating new initiatives and capitalising on opportunities.</li> <li>• Provide Reports and recommendations to the Board concerning strategic direction, marketing, communication and progress on Badminton programs and activities.</li> <li>• Develop &amp; review policies and procedures on Risk, Financial &amp; Volunteer Management, Human Resources, Marketing and Communication.</li> </ul>
<b>Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>• Develop, monitor and implement BV's Marketing Plan.</li> <li>• Seek sponsorship for Badminton Victoria. Ensure sponsors needs relating to the sponsorship arrangement are fulfilled in a professional manner.</li> <li>• Maximise the exposure of Badminton Victoria and related Badminton activities in all forms of the media and provide quality service to representatives of the media</li> <li>• Continue to develop the use of the Internet and maximise exposure, promotion and communication through on-line channels.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Report the Financial status of Badminton Victoria to the Board and Members in a timely, accurate and relevant manner.</li> <li>• With the Board develop budgets and ensure budgets are adhered to.</li> <li>• Be responsible for prudent Financial Management and ensure implementation of all financial decisions of the Board.</li> <li>• Investigate additional revenue streams and ensure the long-term viability of Badminton.</li> <li>• Prepare submissions for Government grants and report the progress of expenditure for Government Grants.</li> <li>• Ensure all Board and staff members are aware of the financial responsibilities of Badminton Victoria.</li> </ul>
<b>Public Relations &amp; Communication</b>	<ul style="list-style-type: none"> <li>• Represent Badminton Victoria externally and promote the sport through the media.</li> <li>• Liaise with the Board of Badminton Victoria, Badminton Australia, Committee's, Member Associations, Staff and Volunteers regarding the direction of Badminton, to promote the sport and provide quality service.</li> <li>• Continually evaluate and improve the channels of communication by improving Information Technology.</li> <li>• Represent Badminton Victoria at Official Functions.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Encourage a harmonious link between the Board and employees.</li> <li>• Encourage employee involvement, empowerment and motivation.</li> <li>• Ensure that the work environment for all employees conforms to occupational health and safety legislation.</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• Ensure a thorough understanding of the sports industry is maintained and how Badminton fits into the structure.</li> <li>• Implement Badminton programs to help develop and increase participation rates.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Ensure all daily administrative tasks are completed efficiently and effectively.</li> <li>• To assist and co-operate with Board Members in their Portfolio Reports.</li> </ul>

**POSITION:** Development Manager  
**RESPONSIBLE TO:** Executive Director  
**WORK TYPE:** Fulltime

**SCOPE OF POSITION**

The **Development Manager** will be responsible for the:

- (1) Creation, implementation and evaluation of approved development programs in the State of Victoria.
- (2) Coordination and conduct of a range of events and competitions; including domestic and national.

**ACCOUNTABILITIES** (Roles, responsibilities) including, but not restricted to:

KEY ACCOUNTABILITIES	RESPONSIBILITIES
<b>Management</b>	<ul style="list-style-type: none"> <li>• Manage the development department of Badminton Victoria including Development Officers</li> <li>• Report on all development activities and any issues and opportunities arising within the department on a monthly basis to the Executive Director</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• Create, design and conduct relevant development programs</li> <li>• Liaise with and assist the Coach Coordinator and BVCOC to develop a strong base of Coaches and Court Officials.</li> <li>• Identify development opportunities and implement programs designed to enhance BV's programs and services</li> <li>• Provide development opportunities to Schools, Badminton Associations and Community groups on conducting structured and sustainable badminton programs</li> <li>• Establish regional and community networks to allow for consulted and targeted development programs</li> <li>• Liaise with relevant committees as directed by the Executive Director</li> <li>• Attend Victorian Junior Badminton Committee Meetings and provide relevant input</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>• Assist where required in the delivery of a variety of State and National Tournaments and Carnivals</li> <li>• Assist in the development and conduct of National, State &amp; Regional Events</li> <li>• Co-ordinate the All Schools Championship</li> <li>• Work with external organisations to promote and support 'Badminton' events (i.e University Games, Corporate Games, Community Expo's etc)</li> <li>• Assist in the development of the Annual Badminton Calendar</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ensure effective, accurate, relevant and timely distribution of information</li> <li>• In conjunction with the Executive Director assist in maximizing media exposure for Badminton Victoria and related Badminton activities in all forms of the media</li> <li>• Provide quality service and media releases to representatives of the media</li> <li>• Ensure the Badminton Victoria website is up to date with relevant information and articles</li> <li>• Ensure the publication and distribution of a monthly newsletter</li> <li>• Continue to develop the use of Internet to maximize exposure, promotion and communication channels.</li> <li>• Liaise with National and other State Development Officers responsible for badminton development</li> <li>• Continue to create strong communication channels between BV's partners, LGA's, RSA', BA and badminton Associations.</li> </ul>
<b>Development Agencies</b>	<ul style="list-style-type: none"> <li>• Attend State Development Officer (SDO) meetings and other meetings as required</li> <li>• Seek opportunities for the funding of Badminton Victoria programs and those that can benefit members.</li> <li>• Ensure a healthy and vibrant working relationship with SRV, VicHealth, ACHPER, VSSSA, APS, CMYI and other relevant partners.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Various other duties in Badminton Development as discussed and directed by the Executive Director</li> </ul>

**POSITION:** Development & Events Officer  
**RESPONSIBLE TO:** Development Manager/ Executive Director  
**WORK TYPE:** Fulltime (after hours work will be required within this role)

**SCOPE OF POSITION**

The **Development & Events Officer** will be responsible for the:

- (1) Creation, implementation and evaluation of approved development programs in the State of Victoria.
- (2) Assist in conducting a range of events and competitions; including domestic, national and international.

**ACCOUNTABILITIES** (Roles, responsibilities) including, but not restricted to:

KEY ACCOUNTABILITIES	RESPONSIBILITIES
<b>Development</b>	<ul style="list-style-type: none"> <li>• Create, design and conduct relevant development programs</li> <li>• Coordinate and lead on Sport &amp; Recreation Victoria funded programmes, and other programmes as directed</li> <li>• Liaise with and assist the Coach Coordinator and BVCOC to develop a strong base of Coaches and Court Officials.</li> <li>• Identify development opportunities and implement programs designed to enhance BV's programs and services</li> <li>• Provide development opportunities to Schools , Badminton Associations and Community groups on conducting structured badminton programs</li> <li>• Establish regional or community networks to allow for consulted and targeted development programs</li> <li>• Liaise with relevant committees as directed by the Executive Director</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>• Assist where required in the delivery of a variety of State and National Tournaments and Carnivals</li> <li>• Assist in the development and conduct of National, State &amp; Regional Events</li> <li>• Co-ordinate the All Schools Championship</li> <li>• Assist in the development of the Annual Badminton Calendar</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ensure effective, accurate, relevant and timely distribution of information</li> <li>• Continue to develop and distribute the Badminton Victoria monthly newsletter</li> <li>• In conjunction with the Executive Director &amp; Development Manager assist in maximizing media exposure for Badminton Victoria and related Badminton activities in all forms of the media and provide quality service to representatives of the media</li> <li>• Continue to develop the use of the Internet and maximize exposure, promotion and communication through on-line channels, for both members and Badminton Victoria</li> <li>• Liaise with National and other State Development Officers responsible for badminton development</li> </ul>
<b>Development Agencies</b>	<ul style="list-style-type: none"> <li>• Attend State Development meetings and other meetings as required</li> <li>• Seek opportunities for the funding of Badminton Victoria programs and those that can benefit members.</li> <li>• Ensure a healthy and vibrant working relationship with SRV, VicHealth, ACHPER, VSSSA, APS and other relevant partners.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Provide and present monthly reports to the Executive Director</li> <li>• Various other duties in Badminton Development as discussed with the Executive Director &amp; Development Manager</li> </ul>

**RELATIONSHIPS** (The key relationships both internal and external)

***Internal Contacts:***

- Executive Director
- Development Manager
- Board of Badminton Victoria
- Member Associations
- BV Committee's

***External Contacts:***

- Badminton Australia
- Melbourne Sports & Aquatic Centre
- Sport & Recreation Victoria
- Vic Health
- Government Agencies
- ACHPER
- VSSSA
- APS

**POSITION:** Office Administrator  
**RESPONSIBLE TO:** Executive Director  
**WORK TYPE:** Fulltime

### **SCOPE OF POSITION**

Under the direction of the Executive Director, the **Office Administrator** is to coordinate the daily administrative operations of the Badminton Victoria Office, and assist the Executive Director where required.

The position will be full time and there may be necessity to work on weekends and beyond regular business hours from time to time.

**ACCOUNTABILITIES** (Roles, responsibilities) include, but are not limited to:

#### Customer Service

- Provide quality customer service with a commitment to information accuracy
- Respond to telephone queries as quickly as practically possible
- Respond to e-mail queries as quickly as practically possible
- Ensure accounts are settled promptly (both incoming and outgoing)

#### Database Management

- Develop/ Maintain an up-to-date record of databases for all BV contacts and clients.
- Ensure the databases are effectively maintained

#### Office Management

- Ensure documents (such as calendars & programmes), are developed and distributed in a timely manner
- Manage a mail system and maintain appropriate database
- Ensure sufficient stock of stationary and office supplies

#### Administrative Support

- Provide direct administrative support to the Executive Director
- Fulfill administrative tasks as directed by the Executive Director
- Provide direct administrative assistance to Member Associations
- Provide support to events hosted by Badminton Victoria.
- Has a strong sense of attention to detail

### **SELECTION CRITERIA**

Applicants must have:

- A good understanding of MYOB
- A strong understanding of Microsoft Office; specifically Word, Access and Excel
- Experience coordinating a small office environment
- A degree of flexibility, initiative and enthusiasm
- Leadership skills
- An ability to work in a team environment
- High level of communication skills
- A current Victorian Driver's License

**POSITION:** Administration Assistant  
**RESPONSIBLE TO:** Executive Director/ Personal Assistant  
**WORK TYPE:** 2 days p/week

**SCOPE OF POSITION**

Under the direction of the State Director, the **Administrative Assistant** is to support the daily operation of the Badminton Victoria Office.

**ACCOUNTABILITIES** (Roles, responsibilities) include, but are not limited to:

Customer Service

- Provide quality customer service with a commitment to information accuracy
- Respond to all telephone queries as quick as practically possible
- Respond to all e-mail queries as quick as practically possible

Database Management

- Maintain an up-to-date record of databases for all BV contacts and clients.

Office Maintenance

- Keep a tidy and presentable office
- Coordinate and make recommendations in stock of stationary and office supplies

Administrative Support

- Coordinate office mail outs and maintain incoming and outgoing mail database
- Provide direct administrative support to the State Director
- Fulfil administrative tasks as directed by the State Director
- Provide direct administrative assistance to Member Associations

Program Coordination

- Coordinate the 'Active After Schools Program'
- Maintain the 'Active After Schools Community Program' Database

***SELECTION CRITERIA***

Applicants must have:

- A degree of flexibility, initiative and enthusiasm
- Leadership skills
- An ability to work in a team environment
- Solid computer knowledge (Internet, e-mail, excel & word essential)
- High level of communication skills
- A current Victorian Driver's Licence
- A demonstrated understanding of Badminton will be looked upon favourably

**POSITION:** Coach Coordinator  
**RESPONSIBLE TO:** Executive Director  
**WORK TYPE:** 3 days p/week (sub contracted)

**SCOPE OF POSITION**

The **Coach Coordinator** will be responsible for the administration, development, implementation and evaluation of the Badminton Victoria Coaching department.

The purpose of the role is to develop and promote all aspects of Badminton Coaching within Victoria.

**DUTIES REQUIRED TO ACHIEVE SCOPE OF POSITION**

**Coaching Development & Promotion**

- Organise courses, workshops, examinations and certification at Levels designated by the ABCC and the NCAS
- Approve applications from Regional or Association Coaches groups to organise NCAS accredited courses for coaching within their area
- Increase the number of active Badminton Victoria Registered Coaches and NCAS Accredited Coaches, currently involved in the sport of Badminton in Victoria
- Recommend coaches of an appropriate level for State teams, elite training or other purposes as specified by BV as consulted with the BV Coaches Advisory Panel
- Liaise with the BV Development Manager for the provision of coaching personnel to introduce badminton to schools through exhibitions and clinics, with a view to establishing school badminton programs and inter-school badminton competitions

**Communication**

- Form a Coaches Advisory Panel consisting of at least ?? people representing at least ??? regions
- To support and advise BV in all matters relating to badminton coaching and the training of badminton coaches within the State of Victoria.
- Liaise with other bodies, whether within Victoria or elsewhere to maintain, or improve, the standard of badminton coaching
- Design and develop a bi monthly newsletter to be distributed to all BV registered coaches
- Act as the BV spokesperson on coaches’ business

**Administration**

- Submit Quarterly Reports to the Badminton Victoria office
- In conjunction with the BV office, respond promptly to requests for qualified coaches from schools, school association, government bodies and other various associations
- In conjunction with the BV office, keep proper records of recipients and payments associated with course, workshops, accreditation fees and all other relevant coaching activities
- Maintain a regularly updated database of all NCAS accredited coaches, including their skill levels, contact details and current BV registration / accreditation status
- Recommend to the Board of BV a basic schedule of fees applicable to the provision of:
  - a) coaches courses and examination services
  - b) school clinics
  - c) club or private coaching sessions

**RELATIONSHIPS**

<p><b>Internal Contacts:</b></p> <ul style="list-style-type: none"> <li>• BV Board &amp; office staff</li> <li>• Member Associations</li> <li>• BV Committee’s</li> <li>• ABCC</li> </ul>	<p><b>External Contacts:</b></p> <ul style="list-style-type: none"> <li>• Local Government &amp; Schools</li> <li>• Coaching related organizations including VIS &amp; ASC</li> <li>• Unaffiliated Associations</li> </ul>
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**POSITION:** MYOB Consultant  
**RESPONSIBLE TO:** Executive Director/ Treasurer  
**WORK TYPE:** As required (sub contracted)

**SCOPE OF POSITION:**

The **MYOB consultant** is responsible for the recording of the Associations finances through the MYOB Software package.

The purpose of the role is to ensure that financial records are correctly maintained and constantly up to date.

**DUTIES REQUIRED TO ACHIEVE SCOPE OF POSITION**

- Answer financial queries made by Treasurer, Board and Executive Director
- Prepare appropriate financial reports as requested by the Treasurer, Board and Executive Director
- Enter invoices, allocating to appropriate accounts as directed by the Executive Director
- Prepare Bank reconciliation using statements and Netbank
- Calculate and prepare official payments (i.e BAS statements, Superannuation, Work Cover, Salaries)
- Modify chart or accounts as required
- Any other relevant tasks that may be required.