



Homenetmen Glendale Ararat Chapter



Basketball Division Executive and sub-committees Job description

Basketball Executive Committee

BEC is a body elected from the Basketball annual general meeting. It tasked with coordinating between the three committees. Members of BEC will assign a lead, secretary and a treasurer within themselves.

BEC has the following responsibilities:

- Works with its committees to set the division's budget for calendar year.
- Properly implement division's activities
- By coordinating with subcommittees and the AO, draft a complete annual program and schedule with its corresponding annual budget, based on a pre-approved chapter's Executive Board's budget guidelines.
- By coordinating with subcommittees and the AO, plan various educational programs, as required, for its athletes, coaches, and leaders (i.e. educational seminars and leadership training programs).
- Regularly incorporate the Athletic Director in their meetings
- Set and develop strategy, provide direction and guidelines to basketball division's leadership.
- Prepare annual reports for year-end general meetings, by compiling and coordinating reports by all three committees
- Encourage its members to participate in various Chapter's functions and activities.
- Periodically review and compare programs to pre-approved annual plan & budgets.

Basketball Subcommittees

1. U14 committee (14 years and younger)
2. U16-U21 committee (ages 15 through 21)
3. Over 21 committee

- Work closely with the Athletic Office **through its Executive Committee. All requested of the AO will be made through the governing executive committee. Communications and requests with the AO should flow through the division's executive committee.**
- **Incorporate the AD in their meetings.**
- Set goals and objectives for the calendar year.
- At the beginning of the season (July-August), conduct team meetings and assign new team parents/representatives and review policies and procedures.
- Oversee proper implementation of overall division activities such as, division and chapter events, roster submission, membership and fee collection and team uniforms.
- Provide policies, support, and offer guidelines to all applicable subcommittees and coaches/leaders (i.e. practice facility use, dress codes, uniforms, tournament limits, trip requirements, player placement guidelines, requiring attendance records).
- **Be present at all tournaments.**
- Appoint (when applicable) various basketball **event/project** committees and parent support committees with a corresponding liaison from their committees.
- **In conjunction with AO**, through its Executive Committee, provide various educational programs, as required, for athletes, coaches, and leaders (i.e. educational seminars and leadership training programs).
- **Report all incidents to the AO, where an incident report will be initiated. With input from the AO, all actions of discipline for parents will be the final decision of the Executive Committee and its subcommittees. AO and the Committees will collaborate to enforce the disciplinary action.**
- Plan various trips & camping activities, when applicable (appoint a leader/committee to organize each trip/camping).
- **In conjunction with AO**, plan athletic competitions, such as tournaments and games.
- Organize various appreciation events for members.
- Encourage its members to participate in various chapter functions and activities.
- Encourage parent participation in various functions (Team Parents, Committees, Trips, Fund Raising events).
- **Assist the PR department with creating and facilitating informational material as needed for promotional and public relations use**
- Execution of proper accounting procedures based on Chapter Executive Board's guidelines and ensure proper closure (hashvepak) upon completion or termination of each Athletic or fundraising event.
- Periodically review and compare programs to ensure compliance with pre-approved annual plan & budgets.
- **Obtain a membership report from the Executive Office and assist in membership collection dues.**
- Prepare annual reports for year-end general meetings.
- At the end of each fiscal year, plan a complete annual program and schedule with its corresponding annual budget, based on a pre-approved Chapter Executive Board's budget guidelines.