VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Duties of the board (as per the VBSA constitution)

(1) The Board is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Board comply with these Rules.
(2) Board members must exercise their powers and discharge their duties with reasonable care and diligence.
(3) Board members must exercise their powers and discharge their duties—
  (a) in good faith in the best interests of the Association; and
  (b) for a proper purpose.
(4) Board members and former Board members must not make improper use of—
  (a) their position; or
  (b) 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.

In addition to any duties imposed by these Rules, a Board member must perform any other duties imposed from time to time by resolution at a general meeting.

General expectations of the board as a whole

As the leadership body of the VBSA and to satisfy its duties, the board is responsible for

- determining its mission and purposes
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the VBSA's programs and services
- enhancing the VBSA's public image
- assessing its own performance as the governing body of the VBSA

General expectations of individual board members

Each individual board member is expected to

- follow the rules and guidance set out by the state government including but not limited to health mandates/recommendations
- know the VBSA's mission, policies, programs, and needs
- faithfully read and understand the VBSA's financial statements
- serve as active advocates and ambassadors for the VBSA and fully engage in identifying and promoting healthy operation so the VBSA can advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve the VBSA's mission
- prepare for, attend, and conscientiously participate in meetings
- participate fully in one or more committees/sub committees

Board members and assistants to the board are expected also to:

- follow the organization's bylaws, policies, and board resolutions
- 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
- maintain confidentiality about all internal matters of the VBSA

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

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

Represents the VBSA as a National body ABSC Board director. Works with the various sub committees to execute the ABSC duties and makes recommendations to improve and prioritize the operations of the National and various state bodies. Works collaboratively with the various states on programs from sub committees and other requests.

Key Accountabilities

Represent the organization in public	▪ Participating in external events (includes giving speeches) to represent the VBSA to various affiliated organizations including various government, sporting bodies, clubs and members etc. • Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)
Play a leading role in fundraising activities	• To help drive ideas and efforts to promote the VBSA and the sport at State, National and International levels • Stakeholder management with sponsors and various governing bodies • To monitor execution of internal controls to ensure the organisation and its vendors are operating in accordance with compliance policies e.g., OH&S, Diversity, financial and data privacy.
Evaluates annually the performance of the organization in achieving its mission.	▪ Responsible for creating the VBSA strategy and defining the way the strategy can be executed (a road map) ▪ Organising the VBSA operations to ensure delivery against the strategy

	▪ Empower the delivery of the VBSA ▪ Ensure key person risks are identified and effort is implemented to reduce such risks through activities such as recruitment and role distribution
As per the VBSA constitution	(1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Board meetings. (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be— (a) in the case of a general meeting—a member elected by the other members present; or (b) in the case of a Board meeting—a Board member elected by the other Board members present.

Skills and Preferred Experience

- Enabling leadership - empowers autonomy of decision making at the coal face by aiding removal of blockers and helping meet the needs of the team to achieve its goals
- Demonstrated experience in leading healthy collaborative teams
- Understanding legal and compliance demands and how to liaise with regulatory bodies
- Strong collaborative skills
- Logical thinking to help break down complex problems in tight budgetary conditions
- Planning - contributes to organisation strategic planning, developing and implementing business plans and developing new areas of practice and innovative strategies while focusing on the achievement of long-term goals.
- Communication – prepares complex briefs, letters, emails and reports using clear, concise language. Edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Makes a positive impression on others and comes across with credibility.
- Strategy and Organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.
- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

Job Title:	Vice President
Other impacted areas of responsibility	Governance (primary) Strategy (Secondary)
Key Stakeholders:	Legal & Compliance such as government bodies State, National and World organisation bodies Board and assistants to the board
Date Prepared:	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	• Participates closely with the board and assistants to the board to develop and implement transition plans
Represent the organization in public (President's responsibilities)	▪ Participating in external events (includes giving speeches) to represent the VBSA to various affiliated organizations including various government, sporting bodies, clubs and members etc. • Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)
Play a leading role in fundraising activities (President's responsibilities)	• To help drive ideas and efforts to promote the VBSA and the sport at State, National and International levels • Stakeholder management with sponsors and various governing bodies • To monitor execution of internal controls to ensure the organisation and its vendors are operating in accordance with compliance policies e.g., OH&S, Diversity, financial and data privacy.
Evaluates annually the performance of the organization in achieving its mission. (President's responsibilities)	▪ Empower the delivery of the VBSA ▪ Ensure key person risks are identified and effort is implemented to reduce such risks through activities such as recruitment and role distribution
As per the VBSA constitution	(1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Board meetings

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

Skills and Preferred Experience (from President's JD)

- Enabling leadership - empowers autonomy of decision making at the coal face by aiding removal of blockers and helping meet the needs of the team to achieve its goals
- Demonstrated experience in leading healthy collaborative teams
- Understanding legal and compliance demands and how to liaise with regulatory bodies
- Strong collaborative skills
- Logical thinking to help breaks down complex problems in tight budgetary conditions
- Planning - contributes to organisation strategic planning, developing and implementing business plans and developing new areas of practice and innovative strategies while focusing on the achievement of long-term goals.
- Communication – prepares complex briefs, letters, emails and reports using clear, concise language. Edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Makes a positive impression on others and comes across with credibility.
- Strategy and organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.
- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

Job Title:	Secretary
Other impacted areas of responsibility	Compliance & Strategy (Primary)
Key Stakeholders:	Legal & Compliance Board and assistants to the board
Date Prepared:	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	• Participates closely with the board and assistants to the board to develop and implement transition plans
Strategy	▪ Assist in the general business and enable where able delivery of the VBSA strategy and roadmap ▪ Working with various government, sporting bodies (NOW MAINLY REPLACED WITH THE PROFESSIONAL ORG CLUB BUILDER but some contact administration may still be required ▪ Presenting ideas for operational improvement
Administration	• To help drive ideas and efforts to promote the VBSA and the sport • Recording, documenting, and distributing meeting minutes, which is a record of the discussion and any votes that take place. • Ensuring the safekeeping and accuracy of these records. • Keeps track of the organization's activities to ensure all actions are in accordance with their bylaws. • Monitors execution of internal controls to ensure the organisation and its vendors are operating in accordance with compliance policies • Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.) This is a shared responsibility for operational communications
As per the VBSA constitution	(1) The Secretary will perform any duty or function required under the Act to be performed by the secretary of an incorporated association. Example *Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.*

Skills and Preferred Experience
Note "preferred" - ability to work in a team is a priority over experience

- Strong collaborative skills both as a leader and working within teams
- Strong stakeholder management – able to logically analyse and provide consistent decision making and guidance especially when multiple options or viewpoints exist
- Makes a positive impression on others and comes across with credibility.
- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Demonstrated experience in working with and fostering healthy collaborative teams
- Understanding legal and compliance demands and how to liaise with regulatory bodies
- Logical thinking to help breaks down complex problems in tight budgetary conditions
- Planning – creates and contributes to organisation strategic planning, developing and implementing business plans and developing new areas of practice and innovative strategies while focusing on the achievement of long-term goals.
- Communication – prepares documentation using clear, concise language. Reviews submissions to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Strategy and organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

Job Title:	Treasurer
Other impacted areas of responsibility	Finance (primary) Governance, Strategy & events (Secondary)
Key Stakeholders:	Governance & Compliance Board and assistants to the board
Date Prepared:	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	▪ 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. ▪ Ensure funding is secured prior to events being approved to proceed ▪ Identify opportunities to improve the financial position of the VBSA.
Strategy	▪ Assist with input to the VBSA strategy and roadmap ▪ Presenting ideas for operational improvement
Administration	• To help drive ideas and efforts to promote the VBSA and the sport • Recording, documenting, and distributing financial information • Ensuring the safekeeping and accuracy of records. • Monitors execution of internal controls to ensure the financial responsibilities are operating in accordance with compliance policies • Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)
As per the VBSA constitution	(1) The Treasurer must— (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 (b) ensure that all moneys received are paid into the account of the Association as soon as practical; and (c) make any payments authorised by the Board or by a general meeting of the Association from the Association's funds; and (2) The Treasurer must— (a) ensure that the financial records of the Association are kept in accordance with the Act; and (b) coordinate the preparation of the financial statements of the Association and their certification by the Board prior to their

	submission to the annual general meeting of the Association. (3) The Treasurer must ensure that at least one other Board member has access to the accounts and financial records of the Association.

Skills and Preferred Experience

- Strong stakeholder management – able to logically analyse and provide consistent decision making and guidance especially when multiple options or viewpoints exist
- Demonstrated experience in working with and fostering healthy collaborative teams
- Understanding financial and compliance demands and to liaise with financial stakeholders e.g., Auditors
- Strong collaborative skills both as a leader and working within teams
- Logical thinking to help break down complex problems in tight budgetary conditions
- Communication – prepares documentation using clear, concise language. Reviews submissions to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Makes a positive impression on others and comes across with credibility.
- Strategy and Organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.
- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

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

Role Objective	
To develop and maintain the refereeing capability through assessment/certification, training and quality checking.	
Key Accountabilities	
Development	▪ Create, monitor, improve and report on a plan for referee development ▪ Organise referees for events as requested ▪ Provide referee services at events ▪ Maintain a referee's directory and ensure there are sufficiently qualified referees to support the sport including routine re certification of coaches
Strategy	▪ Assist with input to the VBSA strategy and roadmap ▪ Presenting ideas for operational improvement
Administration	• To help drive ideas and efforts to promote the VBSA and the sport • Recording, documenting, and distributing refereeing updates (e.g., New recruits, certification changes etc.) • Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)

Skills and Preferred Experience

- Strong stakeholder management – able to logically analyse and provide consistent decision making and guidance especially when multiple options or viewpoints exist
- Demonstrated experience in working with and fostering healthy collaborative teams
- Understanding financial and compliance demands and to liaise with financial stakeholders e.g., Auditors
- Strong collaborative skills both as a leader and working within teams
- Logical thinking to help breaks down complex problems in tight budgetary conditions
- Communication – prepares documentation using clear, concise language. Reviews submissions to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Makes a positive impression on others and comes across with credibility.
- Strategy and organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies

processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.

- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
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Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

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

Role Objective	
To enable the smooth operation of competitions from creation through to closure	
Key Accountabilities	
Communication	▪ Coordinate pennant to maximize the opportunity of success via routine communication with membership, clubs and teams.
Operations	▪ Request referees for events as requested ▪ Schedule pennant seasons & finals ▪ Coordinate and arrange teams ▪ Confirm membership requirements are met for pennant ▪ Process results (VBSA & City club) ▪ Organise trophies, photos, end of pennant mementoes etc. ▪ Responsible and the source of all decisions for VBSA merchandise ▪ Request host clubs to organise catering (includes finals meals) ▪ Team support (questions etc.) ▪ Process VBSA results & City Club Circuit results ▪ Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.) For detailed responsibilities of the Pennant role see “Responsibilities” file (Click on file below) Responsibilities 13022022.xlsx
Skills and Preferred Experience	
• Strong stakeholder management – able to logically analyse and provide consistent decision making and guidance especially when multiple options or viewpoints exist • Demonstrated experience in working with and fostering healthy collaborative teams • Understanding financial and compliance demands and to liaise with financial stakeholders e.g., Auditors • Strong collaborative skills both as a leader and working within teams • Logical thinking to help breaks down complex problems in tight budgetary conditions	

- Communication – prepares documentation using clear, concise language. Reviews submissions to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Makes a positive impression on others and comes across with credibility.
- Strategy and organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.
- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

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

Role Objective	
To enable the smooth operation of competitions from creation through to closure	
Key Accountabilities	
Communication	▪ Coordinate competitions to maximize the opportunity of success via routine communication with membership. ▪ Request referees for events as requested
Operations	▪ Produce, advertise and maintain calendar of events. ▪ Processing of Billiards and snooker rankings after each ranking event. ▪ Suggest improvements to operation of the competitions ▪ Identify new opportunities to enhance and grow competition participation ▪ Identify and liaise with Tournament directors for each event ▪ Arrange and coordinate for competition venues For detailed responsibilities of the TC role see "Tournament convenor checklist" (Click on file below) Tournament Convenor Checklist v0
Administration	• To help drive ideas and efforts to promote the VBSA and the sport • Recording, documenting, and distributing tournament communications (e.g., results, match updates etc.) • Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)
Skills and Preferred Experience	
• Strong stakeholder management – able to logically analyse and provide consistent decision making and guidance especially when multiple options or viewpoints exist • Demonstrated experience in working with and fostering healthy collaborative teams	

- Understanding financial and compliance demands and to liaise with financial stakeholders e.g., Auditors
- Strong collaborative skills both as a leader and working within teams
- Logical thinking to help breaks down complex problems in tight budgetary conditions
- Communication – prepares documentation using clear, concise language. Reviews submissions to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Makes a positive impression on others and comes across with credibility.
- Strategy and organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.
- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

Job Title:	Webmaster
Other impacted areas of responsibility	Technology (primary) All others (Secondary)
Key Stakeholders:	Board and assistants to the board
Date Prepared:	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	▪ 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 ▪ Support the main systems to ensure continued operation, stability, and performance
Operations	▪ 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.) ▪ Proactive Troubleshooting. ▪ Ensure functionality, ease of use and performance. ▪ Respond to any new requirements with solutions or recommendations For detailed responsibilities of the TC role see “Tournament convenor checklist” (Click on file below)
Administration	• To help drive ideas and efforts to promote the VBSA and the sport • Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)
Skills and Preferred Experience	
• Strong stakeholder management – able to logically analyse and provide consistent decision making and guidance especially when multiple options or viewpoints exist • Demonstrated experience in working with and fostering healthy collaborative teams • Understanding financial and compliance demands and to liaise with financial stakeholders e.g., Auditors • Strong collaborative skills both as a leader and working within teams • Logical thinking to help breaks down complex problems in tight budgetary conditions	

- Communication – prepares documentation using clear, concise language. Reviews submissions to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Makes a positive impression on others and comes across with credibility.
- Strategy and organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.
- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

Job Title:	Development
Other impacted areas of responsibility	Marketing & Development & Coaching (primary) All others (secondary)
Key Stakeholders:	Board and assistants to the board
Date Prepared:	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	▪ Distribution of communications to externals for the promotion of the sport and the body. ▪ The development of the sport into different areas for growth opportunities ▪ Create a development plan and operations to develop the sport appeal to more individuals ▪ Associated media strategy to support development ▪ Development and monitoring of management of membership (membership management) ▪ Regular communication (updates) on progress of development plan ▪ Key success indicators for development initiatives (e.g., Number of new regular members)
Administration	• To help drive ideas and efforts to promote the VBSA and the sport • Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)
Skills and Preferred Experience	
• Strong stakeholder management – able to logically analyse and provide consistent decision making and guidance especially when multiple options or viewpoints exist • Demonstrated experience in working with and fostering healthy collaborative teams • Understanding financial and compliance demands and to liaise with financial stakeholders e.g., Auditors • Strong collaborative skills both as a leader and working within teams • Logical thinking to help breaks down complex problems in tight budgetary conditions • Communication – prepares documentation using clear, concise language. Reviews submissions to ensure they contain the information necessary to achieve their purpose and meet audience needs. • Makes a positive impression on others and comes across with credibility.	

- Strategy and organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.
- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

Job Title:	Coaching Director
Other impacted areas of responsibility	Development, Marketing & Development (primary) Pennant & Tournaments (Secondary)
Key Stakeholders:	Score registrar, Tournament Convenor, Tournament Directors
Date Prepared:	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	▪ Maintain a coach's directory ▪ Develop and run an operation to ensure there are sufficiently qualified coaches to support the sport including routine re certification ▪ Create a state coaching program
Strategy	▪ Create a plan for coaching development including measures of success e.g., number of new active coaches per year
Administration	▪ Presenting ideas for operational improvement ▪ To help drive ideas and efforts to promote the VBSA and the sport ▪ Recording, documenting, and distributing coaching updates (e.g., new recruits, certification changes etc.) ▪ Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)

Skills and Preferred Experience

- Strong stakeholder management – able to logically analyse and provide consistent decision making and guidance especially when multiple options or viewpoints exist
- Demonstrated experience in working with and fostering healthy collaborative teams
- Understanding financial and compliance demands and to liaise with financial stakeholders e.g., Auditors
- Strong collaborative skills both as a leader and working within teams
- Logical thinking to help breaks down complex problems in tight budgetary conditions
- Communication – prepares documentation using clear, concise language. Reviews submissions to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Makes a positive impression on others and comes across with credibility.
- Strategy and organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies

processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.

- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

Job Title:	Media Officer
Other impacted areas of responsibility	Coaching (primary) All others (secondary)
Key Stakeholders:	Board and assistants to the board
Date Prepared:	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	▪ Evaluating, planning, organizing, and contributing to the social media channels ▪ Identify and interpret the popular trends in social media to maximize new opportunities and make recommendations ▪ Working in collaboration with the other parts of the VBSA to develop marketing partnerships and strategies. ▪ Distribution of communications to externals for the promotion of the sport and the body. ▪ Ensuring that a proper marketing message has been delivered by which the position of the company is strengthened. ▪ Advertising the sport into different areas for growth opportunities ▪ Create a marketing plan and operation to develop the sport appeal to more individuals e.g., identify new target audiences and partnerships etc. ▪ Associated media strategy to support development ▪ Monitoring of the strategy against the agree goals ▪ Regular communication (updates) on progress of the marketing plan ▪ Monitor key indicators (e.g., Customer /member sentiment) and recommend changes to improve outcomes
Administration	• To help drive ideas and efforts to promote the VBSA and the sport • Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)
Skills and Preferred Experience	
• Strong stakeholder management – able to logically analyse and provide consistent decision making and guidance especially when multiple options or viewpoints exist • Demonstrated experience in working with and fostering healthy collaborative teams • Understanding financial and compliance demands and to liaise with financial stakeholders e.g., Auditors	

- Strong collaborative skills both as a leader and working within teams
- Logical thinking to help breaks down complex problems in tight budgetary conditions
- Communication – prepares documentation using clear, concise language. Reviews submissions to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Makes a positive impression on others and comes across with credibility.
- Strategy and organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.
- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Position Description

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

Role Objective	
Be a coordinator for all affiliated clubs to maintain relationships and maximise value of the relationship	
Key Accountabilities	
Operations	▪ Represent the affiliates and their needs and feedback/suggestions ▪ Engage with affiliates on a routine basis looking for opportunities to maximize the VBSA and affiliate relationship and services ▪ Working in collaboration with the other parts of the VBSA to develop marketing partnerships and strategies. ▪ Distribution of communications to externals for the promotion of the sport and the body. ▪ Regular communication (updates) on the health of the affiliates and the opportunities ▪ Monitor key indicators (e.g., Affiliate numbers) and recommend changes to improve outcomes
Administration	• To help drive ideas and efforts to promote the VBSA and the sport • Distribute communications through all VBSA digital platforms (includes, Website, Social-media, Email etc.)

Skills and Preferred Experience

- Strong stakeholder management – able to logically analyse and provide consistent decision making and guidance especially when multiple options or viewpoints exist
- Demonstrated experience in working with and fostering healthy collaborative teams
- Understanding financial and compliance demands and to liaise with financial stakeholders e.g., Auditors
- Strong collaborative skills both as a leader and working within teams
- Logical thinking to help breaks down complex problems in tight budgetary conditions
- Communication – prepares documentation using clear, concise language. Reviews submissions to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Makes a positive impression on others and comes across with credibility.
- Strategy and organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies

processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.

- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Job Title:	Diversity & Inclusion Officer (DEI Lead)
Other impacted areas of responsibility	Any of the areas mentioned in the roles above (primary) All others (secondary)
Key Stakeholders:	Board and assistants to the board and any DEI experts
Date Prepared:	December 2025

Organisation Context	
Vicsport is committed to creating safe, fair and inclusive sporting environments across Victoria. The organisation values diversity across gender, sexuality, ability, age, cultural and linguistic background, Indigenous status, and life stage — and strives to ensure that sport is accessible, welcoming and equitable for all Victorian communities. As part of achieving these aims, and in line with the VBSA values the VBSA seeks to embed DEI principles within our own governance, decision-making and strategic planning.	
Role Objective	
The Diversity & Inclusion Officer / Board Assistant (DEI Lead) will support the Board and senior leadership to advance Vicsport's DEI objectives — helping translate broad inclusion goals into actionable plans, monitor and report progress, and embed equity, diversity and inclusion into policies, governance and organisational culture. **This role will work directly with any DEI resources available such as Vic sport supporting orgs and where available internal DEI experts to help support the goals of this role.**	
Key Responsibilities	
Strategy and Policy Leadership	▪ Support development, review, and ongoing refinement of a DEI Strategy aligned with Vicsport's & VBSA values and long-term objectives. ▪ Work with the VBSA to embed DEI commitments into organisational policies, governance frameworks, strategic plans, and operational processes (e.g., clubs support, membership, communications). ▪ Provide expert advice on barriers to inclusion (e.g., cultural, accessibility, gender, LGBTIQ+, disability, CALD, Indigenous, age) and recommend policy or programmatic responses.
Governance Support & Board Advisory	▪ Serve as an advisor on DEI matters: bring forward issues, opportunities, data and community feedback to inform decision-making. ▪ Monitor and report to the Board on DEI key performance indicators (KPIs), outcomes and progress toward DEI goals. ▪ Support the recruitment and selection of board members, committee members, staff and volunteers with a lens toward improving diversity across leadership and decision-making bodies (e.g., via equity, representation, lived experience).
Engagement, Communication & Stakeholder Collaboration	▪ Engage with relevant stakeholders (including Aboriginal and Torres Strait Islander communities, CALD groups, LGBTIQ+ communities, people with disability, women & girls, older adults, socio-economic

	disadvantaged groups) to understand their needs, barriers and priorities for sport participation. ▪ Work collaboratively with internal staff, member organisations and external stakeholders (government agencies, community organisations, funders) to coordinate DEI initiatives, share resources and promote best-practice inclusion approaches. ▪ Support communication and training initiatives: help build organisational capacity and cultural competence — e.g., DEI education, awareness campaigns, inclusive communication guidelines, safe-sport practices, accessible participation frameworks. ▪
Monitoring, Evaluation & Continuous Improvement	▪ Define and track measurable DEI objectives and KPIs (e.g., representation metrics, participation rates from under-represented groups, inclusion-audit outcomes, feedback surveys). ▪ Conduct regular review and evaluation of policies, strategies and programs to ensure DEI commitments are being met; identify gaps and recommend corrective actions. ▪ Report to the Board (and where relevant, to external stakeholders) on progress, challenges, risks and opportunities related to DEI efforts.
Advocacy, Leadership & Culture Building	▪ Act as a DEI champion and role model within the organisation. ▪ Strengthen an organisational culture that values diversity and inclusion, ensuring that DEI becomes a shared responsibility and embedded into core business. ▪ Advocate for equitable access, inclusion, and participation for all — especially communities historically under-represented or marginalised in sport.

Skills and Preferred Experience

Essential

- Demonstrated experience in working with and fostering healthy collaborative teams
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.
- Demonstrated knowledge, experience or qualifications in diversity, equity, inclusion (DEI), community engagement, social inclusion, or related fields (e.g., human services, social policy, community development, sport inclusion).
- Understanding of the sporting sector (or willingness to learn) and commitment to the values and goals of Vicsport — particularly around safe, inclusive, accessible sport for diverse communities.
- Strong interpersonal, communication and stakeholder engagement skills — able to engage respectfully, logically and effectively with people of varied backgrounds (cultural, linguistic, ability, gender, sexual orientation, age, socio-economic).
- Ability to think strategically and translate broad DEI commitments into practical, measurable actions, policies and programs.
- Capacity to work collaboratively with all stakeholders.
- Competency in data or outcome tracking and evaluation — able to define KPIs, monitor progress, and produce clear reporting.

Desirable

- Previous experience working with under-represented or marginalised communities (e.g., Indigenous, CALD, LGBTIQ+, people with disability).
- Experience in sport governance, club/association operations, or community sport organisations.
- Experience in training, capacity building, or facilitating cultural-competence / inclusion-related workshops.
- Familiarity with government, non-government and community-sector agencies relevant to sport inclusion, community engagement or social inclusion in Victoria.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills with emphasis on collaboration
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving ▪ Open minded approach and willing to try new solutions/approaches

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Job Title:	All abilities lead
Other impacted areas of responsibility	Any of the areas mentioned in the roles above (primary) All others (secondary)
Key Stakeholders:	DEI Lead, Board and assistants to the board
Date Prepared:	December 2025

Organisation Context

The VBSA is committed to improving equity, diversity and inclusiveness across sport and recreation, ensuring accessible opportunities for people of all abilities.

As part of achieving these aims, and in line with the VBSA values the VBSA seeks to embed All abilities principles within our own governance, decision-making and strategic planning as part of inclusivity and diversity.

The All-Abilities Lead will champion this agenda, embedding best-practice inclusive frameworks across programs and operations, supporting our shared vision of sport as a vehicle for stronger, connected communities.

This role will work directly with any DEI resources available such as Vic sport supporting orgs and even internal DEI experts wherever available to help support the goals of this role.

Role Objectives

Key objective
Work with key stakeholders in the VBSA (e.g., DEI lead) and externally with organisations to **deliver an inclusion plan by June 2027**

- Lead development, implementation, and tracking of the All-Abilities Inclusion Action Plan in alignment with TMA and VBSA requirements and broader organisational strategies.
- Drive measurable improvement in participation and satisfaction among people of all abilities, ensuring programs are accessible, inclusive, and welcoming.
- Provide expert guidance to staff, volunteers, clubs, and stakeholders on inclusive practice, policy, and environment, leveraging collaborative networks like Vicsport and Sport & Recreation Victoria etc.
- Establish governance and reporting mechanisms that fulfill TMA declaration requirements, internal KPIs, and external audit standards.

Key Responsibilities

Inclusion Action Plan Leadership	▪ Design, implement, monitor, and refresh the All-Abilities Inclusion Action Plan to meet TMA guidelines by June 2027. ▪ Coordinate with Vicsport-led PE and DEI communities of practice to access training and resources.
Stakeholder & Partnership Engagement	▪ Liaise with internal teams, clubs, local government, peak bodies, and disability groups to drive implementation. ▪ Co-design inclusive programs and participation strategies through active consultation.
Capacity Building & Guidance	▪ Deliver adviser and coaching support to staff and members. ▪ Facilitate workshops and training on universal design, accessible communications, anti-ableism, and inclusive culture.

Audit, Compliance & Reporting	▪ Maintain policies and governance frameworks in line with TMA and Inclusion Plan requirements. ▪ Develop KPIs (participation rates, satisfaction, eNPS, accessibility audits) and report progress internally and to Sport & Rec Victoria.
Continuous Improvement	▪ Monitor program impact and conduct inclusion audits. ▪ Implement iterative improvements based on feedback and industry best practice (e.g., Sport Access for All Abilities framework)

Skills and Preferred Experience

Preferred

- Experience in inclusion planning and program delivery in sport or community settings
- Knowledge of Universal Design and accessible environments
- Strong stakeholder management across diverse audiences
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Desirable

- High-level communication, presentation, and change leadership skills
- Qualifications or certifications in Disability Inclusion, DEI, or equivalent
- Lived experience of disability or direct experience working with people with disabilities
- Experience liaising with multiple levels of government or peak bodies
- Previous experience working with under-represented or marginalised communities (e.g., Indigenous, CALD, LGBTIQ+, people with disability).
- Experience in sport governance, club/association operations, or community sport organisations.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills with emphasis on collaboration
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving ▪ Open minded approach and willing to try new solutions/approaches

VBSA VICTORIAN BILLIARDS & SNOOKER ASSOCIATION

Job Title:	Ordinary board member
Other impacted areas of responsibility	Any of the areas mentioned in the roles above (primary) All others (secondary)
Key Stakeholders:	Board and assistants to the board
Date Prepared:	August 2024

Role Objective	
This role is to add capacity to the board in the areas already described or to provide expertise in a new area as deemed necessary. For example, support the treasurer or provide unique experience such as corporate liaison/sponsorship, government liaison, social media, affiliate relationships etc.	
Key Accountabilities	
Operations	▪ Support the board in its execution of duties ▪ Engage with the board and assistants on a routine basis looking for opportunities to maximize the VBSA value ▪ Working in collaboration with the other parts of the VBSA and partners (commercial or private) to support the VBSA strategy.
Administration	• To help drive ideas and efforts to promote the VBSA and the sport • To ensure all the board are advised and kept up to date on any activities

Skills and Preferred Experience

- Strong stakeholder management – able to logically analyse and provide consistent decision making and guidance especially when multiple options or viewpoints exist
- Demonstrated experience in working with and fostering healthy collaborative teams
- Understanding financial and compliance demands and to liaise with financial stakeholders e.g., Auditors
- Strong collaborative skills both as a leader and working within teams
- Logical thinking to help breaks down complex problems in tight budgetary conditions
- Communication – prepares documentation using clear, concise language. Reviews submissions to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Makes a positive impression on others and comes across with credibility.
- Strategy and organising – sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Guides work and tracks progress. Identifies processes, tasks and resources required to achieve a goal. Recognises actual and potential barriers and finds effective ways to deal with them.
- Relationship Building – acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect. Manages expectations by sharing information as early as possible and diplomatically handling disagreements. Establishes and maintains relationships with people at all levels and from different backgrounds and agencies.
- Focus - Undertakes work in a precise and accurate manner. Considers bigger picture while observing fine details. Identifies errors and inconsistencies in content, style and logic.

Competencies	
Organisation	▪ Strong customer focused service skills ▪ Highly organised ▪ Diplomatic and empowering
Communication	▪ Strong communication skills with emphasis on collaboration
Teamwork	▪ Provide strong leadership and support to the team
Innovation	▪ Creativity ▪ Complex problem solving ▪ Open minded approach and willing to try new solutions/approaches