

General Principles

The General Manager is accountable to the NBBA board and will report to the President. The GM's primary responsibility is to assist in the day-to-day operation of the NBBA and provide a management, administrative and advisory function within the Association. This individual will also assist the Executive with the development of policies and procedures as well as implementing policies as it pertains to the overall management of the Nepean Blue Devils Basketball Association's (NBBA) affairs.

Responsibilities and Duties

General

- Advise the NBBA board on policy and Implement procedures that allow for the achievement of the long- and short-term goals set forth and established by the Executive Committee.
- Advise the NBBA board of on-going issues and activities (such as disciplinary issues, financial issues or capital purchases).
- Provide the background information that the EC requires to make decisions that will benefit the NBBA and its members.
- Provide assistance to the elected officers, in an advisory capacity, to keep them informed of activities both within the NBBA and with the regional, provincial, and national basketball community at large.
- Assist with the recruitment, training, and management of all NBBA volunteer administrative staff, and functions, required to develop and carry out the goals of the NBBA.
- Serve as a first point-of-contact for inquiries about the NBBA in general, or when dealing with administrative queries on operations.
- Maintain the historical records and current contact lists of the NBBA for the purpose of interpreting and applying the information in the development of NBBA policy and procedures.
- Plan and coordinate all club-wide NBBA functions

Communication

- Maintain contract with website provider.
- Update website (as required).
- Coordinate and distribute all club wide communication.
- Maintain the club twitter and Facebook accounts.
- Establish, maintain and monitor the NBBA communication network (i.e., mailbox/ mailing address, photocopying etc.).



Registration

- Oversee the player and volunteer registration process.
- Assign players and coaches to teams as required.
- Issue refunds as required.
- Execute player transfers.
- Register all players and teams with Ontario Basketball.

Facilities

- Prepare and submit all permit applications to the school boards for yearly facility permits including tournaments. Maintain liaison with school boards and explore possibilities of procuring additional gym facilities and times for use by NBBA.
- Complete all permit requests / change request throughout the year on a timely basis using the NBBA permit module.
- Maintain the club facilities calendar.

Bookkeeping

- Execute all accounts receivable and payable.
- Process all membership refunds.
- Have co-signing authority for all cheques issued by the NBBA.
- Keep receipts in good order.
- Seek approval of the Executive for all disbursements exceeding limits prescribed by the Executive.

Secretary

- Advise all executive members regarding upcoming NBBA meetings.
- Book facilities for meetings.
- Take minutes at Board meetings and NBBA general meetings.
- Distribute minutes to all members of the Executive shortly after each meeting.
- Ensure all minutes of the meetings are posted on the NBBA website when required.
- Receive from all Executive copies of all correspondence that they may issue or receive on behalf of the NBBA and maintain in good order a file of such correspondence.



Knowledge and Skills Required

- Has excellent communication skills both spoken and written.
- Listen to the needs of others and asks questions to understand their concerns.
- Is very well organized and able to manage time and workspace and is able to establish priorities.
- Is able to work with minimal direction, so judgment, or the ability to make sound decisions without supervision, is important.
- Is able to anticipate or recognize problems and refer them immediately to the right person for resolution.
- Understands they are part of a team that includes the executive and the association and therefore must establish and maintain working relationships at all levels. Has a high level of attention to detail.
- Is highly motivated.

Remuneration and Appointment

The General Manager will receive an annual salary of \$XX,000/annum.

The functions, job description, and salary of the GM will be reviewed annually in June of each year.

When the position becomes vacant, the Executive Committee shall provide notice to the membership and invite applications for the position of GM. Any member in good standing may apply. Applications from outside the association will also be considered. All applicants for the position will be interviewed by members of the current board.

The appointment of the GM will be upon approval by the NBBA board.

The GM will be expected to dedicate 30 hours per week during peak season (approximately 36 weeks) and 10 hours per week during the off season (approximately 16 weeks).

