



# DICKY BEACH SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Junior Activities Minute Secretary and Committee Member

**Reporting To:** Junior Activities Committee

**This is a voluntary position and carries no salary or designated hours**

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### **Purpose of the Position**

The Junior Activities Minute Secretary provides support of all administrative functions of Junior Activities including assistance to the members of the Junior Activities Committee in relation to their roles.

The primary focus is to ensure all administrative functions of the Junior Activities section of the Club are operating along contemporary lines in a professional manner, and its governance and constitutional functions are operating efficiently and effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Sunshine Coast Branch and the junior members of Dicky Beach Surf Life Saving Club.

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### **Pre-requisites**

To nominate for the position of Junior Activities Minute Secretary of Dicky Beach Surf Life Saving Club you must:

- Be a current financial member of the Club;
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the *Criminal Law (Rehabilitation of Offenders) Act 1986*;
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the *Bankruptcy Act 1966* or corresponding law of another external territory;
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*;
- Must not have any negative judicial findings recorded against you in the Lifesaving movement;
- Served on at least one junior activities section Sub-Committee for a period of not less than one year;
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a complete understanding of the Codes of Conduct;
- Have a strong commitment to the ideals of surf lifesaving;
- Have experience and or proven ability to fill a leadership role in a not-for-profit volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public;
- Have knowledge of modern governance practices (including risk management);

- Have knowledge of the legal requirements of surf lifesaving and contemporary issues affecting the organisation;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills; and
- Have good listening and project management skills.

### **Objectives of the Junior Activities Minute Secretary**

- Support the Junior Activities Committee in maintaining a positive, modern, forward-thinking approach to the growth and development of the junior activities section of the Dicky Beach Surf Life Saving Club, through the implementation of contemporary administration system, modern governance, and adherence to the Club's Constitution; By-Laws and Policies and Procedures Manual;
- Represent the Junior Activities section of Dicky Beach Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- Ensure the Junior Activities section of Dicky Beach Surf Life Saving Club is working towards the mission and vision of the Strategic Plan and implementing the Operational Plan in accordance with the Club's Constitution; By-Laws; Policies and Procedures; and
- Encourage positive, effective and efficient decision making processes based on sound information and clear judgement.

### **Responsibilities and duties**

#### **General Commitment**

By nominating for the position of Junior Activities Minute Secretary of Dicky Beach Surf Life Saving Club you are giving an undertaking to the members of the club that you will commit to the following standards:

- Provide a professional level of administrative assistance to the Junior Activities Section of Dicky Beach Surf Life Saving Club;
- Attend all meetings and record the minutes of the meetings and assist in the preparation of reports;
- Shall attend to correspondence directed to you by the Club Secretary and Administrative Officer, ensuring all outgoing mail is approved by the Club Secretary;
- Shall issue notices of meetings and any circulars of matters of interest to the Junior Activities Officer in conjunction with the Club Secretary;
- Shall prepare and forward minutes of all meetings to Junior Active Officers, Members and the Club Secretary in the required format;
- Support the implementation of the Club's Strategic Plan with a view to further enhance and develop the long term strategic blueprint for the Club's financial future; and
- Work positively and supportively with Dicky Beach Surf Life Saving Club, SLSA, SLSQ and SSCB to develop harmonious organisational relationships.

## Administration

- Develop a strong working relationship with the Junior Activities Officer, the Supporters Club Manager, the Club Administrator and the Club Secretary to maintain an effective corporate business structure within the club.

## Qualifications

No formal qualifications are required; however, tertiary administration / business related qualifications would be a definite advantage.

## Skills and Experience

- Several years general administration / management / accountancy experience; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

## Personal Qualities

- Good written and verbal communication skills;
- Ability to work with others;
- Neat and tidy presentation
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

## Relationships

With	Purpose
1. Junior Activities Chairperson	Provide Strategic input to all functional areas of the club
2. Club Secretary	
3. Deputy Junior Activities Officer	
4. Club Manager	
5. Club Administrator	

## Re-election Period

Annually at the Nipper AGM and endorsed at the Club's AGM.