



# DICKY BEACH SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** President and Board of Directors Chairperson

**Reporting To:** Club Council

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

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### **Purpose of the Position**

The President provides strategic guidance and leadership in support of all functions of the club including providing assistance to other Directors of the Board in relation to their roles. The main level of focus is to ensure the club functions in a professional and corporate manner and its corporate governance and Constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of Dicky Beach Surf Life Saving Club.

### **Pre-requisites**

To nominate for the position of President 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*;
- Have held your Bronze Medallion and acted as a proficient active club member for a period of not less than three years in the Dicky Beach Surf Life Saving Club;
- Be eligible to vote at a Club council meeting as stated in the Club Constitution;
- Must have served on at least one senior Active Club Committee for a period of not less than two years;
- Must not have any negative judicial findings recorded against you in the lifesaving movement;
- 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 statutory requirements of surf lifesaving and contemporary issues affecting the organisation;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills;

- Have good listening and project management skills; and
- Have a complete understanding of the Codes of Conduct.

### **Objectives of the Chairperson**

- Motivate the Board of Directors to maintain a positive, modern, forward- thinking approach to the growth and development of the Dicky Beach Surf Life Saving Club, through the implementation of modern governance, a modern Constitution, By-Laws and updated Policies and Procedures;
- As the leader, represent the Dicky Beach Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- As Principal of the Board of Directors, ensure a high standard of volunteer management practices are maintained;
- Ensure the 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 Policies and Procedures;
- Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgement;
- Ensure all decisions are made with minimum risk in any form to the Club; and
- Mentoring and supervision of committees and staff.

### **Responsibilities and Duties**

#### **General Commitment**

By nominating for the position of President 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 the level of leadership and statesmanship required by a person who will be regarded in our community as the “face” of the Dicky Beach Surf Life Saving Club;
- Shall be an ex-officio member of all committees;
- Undertake to provide the Club Council with open accountable management;
- Strive to move the club forward in a positive and professional manner;
- Develop and 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 future;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct;
- Observe and encourage others to comply with the By-Laws, Policies and Procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates;
- Represent the Club as the Branch Council meetings; and
- Work positively and supportively with SLSA and SLSQ to develop harmonious organisational relationships.

## **Board of Director Chairmanship**

As President you will be required to chair all Club Council and Board of Directors meetings. You will need to manage and develop the operational effectiveness of Dicky Beach Surf Life Saving Club and must have a high skill level in the following areas:

- Have a strong understanding of corporate governance as it relates to not –for-profit organisations;
- Have a strong understanding of formal meeting procedure;
- Have a working understanding of the Club Constitution; By-Laws and the Policies and Procedures Manual;
- Provide functional advice / guidance to other directors;
- Develop and maintain a cohesive link between the active Club and the Supporters Club;
- Ensure open communication is undertaken with all members of the club; and
- Ensure planning and budgeting for the future is carried out in accordance with the wishes of the members.

### **Administration**

- Develop a strong working relationship with the Deputy President, the Supporters Club Manager, the Club Administrator, the Club Secretary and the Club Treasurer to maintain an effective corporate business structure within the club;
- Provide direction to the Club Administrator on matters outside the scope and timing of the Board of Directors; and
- As set out in the club Constitution; By-Laws and the Policies and Procedures Manual, exercise disciplinary authority in the best interest of the club.

### **Qualifications**

No formal qualifications are required; however, tertiary management related qualifications would be a definite advantage or a strong working management background.

### **Skills and Experience**

- Minimum five years general administration / management 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;
- Ability to lead others to achieve goals and outcomes;
- 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

<b>With</b>	<b>Purpose</b>
1.Club Administrator	Provide strategic guidance as required
2.Deputy President	Provide Strategic input to all functional areas of the club
3.Treasurer	
4.Secretary	
5.Club Captain	
6.Surf Sports Officer	
7. Junior Activities Chairperson	

## Re-election Period

Bi-annually at even numbered year's AGM.