



DICKY BEACH SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Building and Property Officer

Reporting To: Board of Directors

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

Purpose of the Position

The Building and Property Officer provides assistance in managing the maintenance of club property, club leases and providing recommendations to the Board of Directors on matters of proposed renovations, extensions and development of the club property.

Pre-requisites

To nominate for the position of Building and Property Officer you must:

- Be a 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*;
- Be a financial member of the Club with a minimum of five years membership of the Club;
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Assist in ensuring 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;
- Have a strong commitment to the ideals of Surf Lifesaving;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills; and
- Have a complete understanding of the Codes of Conduct.

Objectives of the Building and Property Officer

- To ensure the club's property is held in good repair;
- Management of the club leases with the Sunshine Coast Council and Dicky Beach Supporters' Club; and
- Investigate and make recommendations to the Board of Directors regarding proposed renovations, extensions and development of the club property.

Responsibilities and Duties

- Be the Chairperson of the Building Committee;
- Act on direction from the Board in regard to Building / Property renovation and / or development and the management of club leases (Sunshine Coast Regional Council and Dicky Beach Supporters Club);
- Make recommendations to the Board for Building and Property improvements;
- In liaison with the Club Manager, arrange for maintenance and repairs as reported to him from time to time or as required;
- Submit a written report to the Board of Directors when appropriate;
- Develop a good working relationship with the Club Officers to manage and develop the operational effectiveness of Dicky Beach Surf Life Saving Club;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct; and
- Observe and encourage others to comply with the Policies and Procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates.

Skills and Experience

- Have some working knowledge of the building and construction industry;
- Minimum five years general life saving involvement; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

Personal qualities

- Ability to work with others;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

Relationships

With	Purpose
President Dicky Beach SLSC	Provide Strategic input to all functional areas of the club
President Dicky Beach Supporters Club	
Club Secretary	
Club House Officer	
Club Manager	

Re-election Period

Annually at the AGM