

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Deputy President and Board of Directors Deputy Chairperson  
Chairperson of the Property Committee

**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 Deputy President will assume the role of President when the President is absent from normal duties and therefore will need to closely match all requirements of the position description of the President

The Deputy President must therefore be able to provide 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 Marcoola Surf Life Saving Club.

### **Pre-requisites**

To nominate for the position of Deputy President of Marcoola Surf Life Saving Club you must:

- Be a current financial member of the Club;
- 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 with the Marcoola Surf Life Saving Club;
- Be eligible to vote at a Club council meeting as stated in the Club Constitution;
- 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 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;
- Have good listening and project management skills; and
- Have a complete understanding of the Codes of Conduct.

### **Objectives of the Deputy Chairperson**

- Motivate the Board of Directors to maintain a positive, modern, forward- thinking approach to the growth and development of the Marcoola Surf Life Saving Club, through the implementation of modern governance, a modern Constitution; By-Laws and updated Policies and Procedures;
- As the prospective leader, represent the Marcoola Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- As a potential leader of the Board of Directors, ensure a high standard of volunteer management practices is maintained;
- Ensure the Marcoola 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; and
- Assist with the mentoring and supervision of committees and staff.

### **Responsibilities and Duties General**

#### **Commitment**

By nominating for the position of Deputy President of Marcoola 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 Marcoola Surf Life Saving Club;
- 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 Policies and Procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates; and
- Work positively and supportively with SLSA and SLSQ to develop harmonious organisational relationships.

### **Board of Directors**

As the Deputy President you will be required to chair all Club Council and Board of Directors meetings in the absence of the President. You will assume responsibility for special projects as requested by the board of Directors or Club council from time to time. You will need to assist the President to manage and develop the operational effectiveness of Marcoola 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;
- 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 President, General Manager, Supporters Club Manager, Club Administrator, Club Secretary, Club Treasurer to maintain an effective corporate business structure within the club;
- Provide direction to the General Manager on matters outside the scope and timing of the Board of Directors as required and in the absence of the President; and
- As set out in the Club Constitution, By-Laws and Policies and Procedures Manual, exercise disciplinary authority in the best interest of the Club.

### **Property Committee Chairperson**

- To ensure the club's property is held in good repair;
- Management of the club leases with the Sunshine Coast Council and Marcoola 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 Marcoola Supporters Club);
- Make recommendations to the Board for Building and Property improvements;
- In liaison with the General Manager, arrange for maintenance and repairs as reported to them 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 Marcoola 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.

## Qualifications

No formal qualifications are required; however, tertiary management related qualifications would be a definite advantage

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

## Relationships

With	Purpose
1. President	Provide Strategic input to all functional areas of the club
2. General Manager	
3. Treasurer	
4. Secretary	
5. Club Captain	
6. Junior Activities Chairperson	

**Re-election Period**

Bi-annually at odd number year AGM  
(Consideration required if President steps aside in same period)