

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Director of Administration and Board of Directors member

**Reporting To:** Club Council

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

---

### **Purpose of the Position**

The Secretary provides strategic guidance and leadership in support of all administrative functions of the club including direction and assistance to the General Manager, Club Administrator and other Directors of the Board in relation to their roles.

The primary focus is to ensure all club administrative functions of the active club are operating along contemporary lines in a professional and corporate manner and its corporate governance and Constitutional functions are operating efficiently and 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 Secretary 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*;
- 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 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 Director of Administration**

- Support the Board of Directors in maintaining a positive, modern, forward-thinking approach to the growth and development of the Marcoola Surf Life Saving Club, through the implementation of contemporary administration system, modern governance, a modern Constitution, By-Laws and updated Policies and Procedures;
- Represent the Marcoola Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- Ensure the Directors of the operational committees of the club are given the level of administrative support needed to manage their portfolios efficiently and effectively;
- 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;
- 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 and Policies and Procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates; 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 Secretary 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 a professional level of administrative leadership to the Marcoola Surf Life Saving Club;
- Undertake to provide the Club Council with open accountable reporting;
- Strive to move the club forward in a positive and professional manner;
- 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;
- Work positively and supportively with SLSA and SLSQ to develop harmonious organisational relationships; and
- Ensure current unrestricted information of club affairs is afforded to members via the Club's website and other social media platforms.

## **Business Management/Board of Directors**

As Director of Administration you will be required to provide strategic direction in terms of business administration for the active club, provide open and accountable reports to the club council and members generally. You will need to manage and develop the administrative effectiveness of Marcoola Surf Life Saving Club and must have a high skill level in the following areas:

- Have a strong understanding of administrative and computer systems as they relate to not-for-profit organisations;
- Have a strong understanding of corporate governance as it relates to not-for-profit organisations;
- Have a functional understanding of formal meeting procedure;
- Have an understanding of the surf lifesaving awards recognition system and the ability to prepare nominations for such awards;
- Be responsible for the management and application of the club Constitution and By- Laws;
- Provide functional administrative advice to other directors as it relates to their portfolios.
- Develop and maintain a cohesive administrative links between the active club and the Supporters Club;
- Ensure open communication is undertaken with all members of the club; and
- Ensure that administrative development 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 and the Director of Finance to maintain an effective corporate business structure within the club; and
- Provide administrative direction to the General Manager on matters outside the scope and timing of the Board of Directors as required.

## **Qualifications**

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

## **Skills and Experience**

- Minimum five 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;
- 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. General Manager	Provide strategic administrative guidance to the General Manager as required
2. President	
3. Deputy President	
4. Director of Finance	
5. Club Captain	
6. Junior Activities Chairperson	
7. All Committees and Sub Committees	

## Re-election Period

Bi-annually at odd numbered year's AGM.