

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Director Operations Support; Member of Board of Directors

Reporting To: Club Council

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

Purpose of the Position

The Director of Operations Support provides strategic guidance and leadership in support of all Operations Support functions of Marcoola Surf Life Saving Club (**the Club**) including providing assistance to Directors of the Board in relation to their roles. Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct.

The primary focus is to ensure the club has sufficient and well maintained equipment for all Lifesaving services 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 Director of Operations Support you must:

- Be a current financial member of the club;
- Not have been 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 a Bronze Medallion and acted as a proficient active club member for a period of not less than three (3) years at Marcoola 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 (1) senior active club committee for a period of not less than two (2) years;
- Must not have any negative judicial findings recorded against you in the lifesaving movement;
- Have a strong commitment to the ideals of Surf Life Saving;
- Have knowledge of modern governance practices, including risk management;

- Have knowledge of the statutory requirements of Surf Life Saving 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.
- 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 Life Saving and contemporary issues affecting the organisation;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills;
- Be amenable to members' concerns and ideas to facilitate a cohesive patrolling membership; and
- Be a current financial member of the Club.

Objectives of the Director of Operations Support

- Motivate the Operations Support Committee 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 Director of Operations Support, represent the Marcoola Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- As leader and chairperson of the Operations Support Committee, ensure a high standard of volunteer management practices are 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 Constitution, By-Laws and Policies and Procedures;
- Ensuring the Marcoola Surf Life Saving Club meets its obligations under the SLSQ Patrol Agreement; and
- Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgement
- Assist in ensuring 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.

Responsibilities and Duties General

Commitment

By nominating for the position of Director of Support Operations 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 within the Life Saving portfolio including strategic guidance for all Operations Committee members;
- Develop and manage the annual budget for Operations Support;
- Work to ensure all support operations equipment is available and in good working order as per supplier specifications including all first aid equipment, vehicles, trailers, gear & equipment, Powercraft, IRB's and communications;
- Undertake to provide the Board of Directors and the Club Council with open accountable reporting;
- 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 Constitution, 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.

Board of Directors

As the Director of Support Operations you will be a representative on the Board of Directors and attend Board of Directors meetings. You 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; and
- Ensure open communication is undertaken with all members of the club.

Chairperson Operations Support Committee

As the Operations Support Director you will be required to chair all Operations Support Committee meetings and provide a written report monthly to the Board of Directors. You will need to manage and develop the operational effectiveness of Marcoola Surf Life Saving Club Life Saving Operations and must have a high skill level in the following areas:

- Have a reasonable understanding of corporate governance as it relates to not-for-profit organisations;
- Have a reasonable understanding of formal meeting procedures;
- Have a working understanding of the club Constitution and By-Laws;
- Provide functional leadership to the Operations Support Committee; and
- Ensure planning and budgeting for the Life Saving function is carried out in accordance with the wishes of the members.

Administration

- Develop a good working relationship with the President, General Manager, Club Administrator, Club Secretary and Club Treasurer to maintain an effective corporate business structure within the club; and
- Provide advice on Life Saving matters as may be requested by the Board of Directors from time to time.

Skills and Experience

- Minimum three (3) years general lifesaving involvement; and
- Experience working in a volunteer organisation, preferably with Surf Life Saving.

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;
- Ability to maintain confidentiality on relevant matters; and
- Ability to adapt to a changing environment.

Relationships

With	Purpose
1. First Aid Officer Gear & Equipment Officer Powercraft Officer Mobiles Officer IRB Officer Communications Officer	Liaise with all positions to ensure needs are addressed within the portfolio
2. GM & Club Administrator	Liaise with the GM & Club Administrator regarding administration needs within the portfolio
3. President	Provide strategic input to all functional areas of the club
4. Treasurer	
5. Secretary	

Re-election Period

Bi-annually at odd number year AGM