

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Officer and Chairperson

Reporting To: Board of directors

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

Purpose of the Position

The Junior Activities Officer and Chairperson provides strategic guidance and leadership in support of the functions of the Junior Activities of the club including providing assistance to other officers and members of the Junior Activities Committee in relation to their roles.

The main level of focus is to ensure the Junior Activities of the club strictly adheres to the Child and Youth Risk Management Strategy.

The position is to ensure Junior Activities operates in a professional and responsible manner. Junior Activities is to ensure the corporate governance and constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Sunshine Coast Branch and the junior members of Marcoola Surf Life Saving Club.

Pre-requisites

To nominate for the position of Junior Activities Officer and Chairperson of Marcoola Surf Life Saving Club you must:

- Be a current member of the Club for a period of not less than two years;
- 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 served on the Club Junior Activities Committee for a period of not less than two years;
- Not have any negative judicial findings recorded against you in the surf 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 Constitution; By-Laws; Policies and Procedures and the Codes of Conduct.

Objectives of the Junior Activities Officer and Chairperson

- Motivate the Junior Activities Committee to maintain a positive, modern, forward-thinking approach to the growth and development of the Junior activities section of Marcoola Surf Life Saving Club, through the implementation of good quality governance, observe the Constitution; By-Laws; and Policies and Procedures;
- As a leader, represent the Marcoola Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- As leader of the Junior Activities Committee , ensure a high standard of volunteer management practices are maintained particularly the strict observance of the Child and Youth Risk Management Strategy of SLSQ and SLSA;
- Ensure the Junior Activities section of 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 Constitution; By-Laws; and Policies and Procedures; and
- Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgement.

Responsibilities and Duties

By nominating for the position of Junior Activities Officer and Chairperson of Marcoola Surf Life Saving Club Junior Activities, 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 Junior Activities section of Marcoola Surf Life Saving Club;
- Be responsible for the conduct and co-ordination of all matters relating to Junior Activities;
- Be a member of the Surf Life Saving Committee and attend all meetings;
- Strive to move the Junior Activities section 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;
- Work positively and supportively with SLSA, SLSQ and SSCB to develop harmonious organisational relationships.
- In conjunction with the Club Captain and Chief Training Officer, provide for junior members an education experience in a wide range of subjects and skills within the aquatic/marine environment;

- Prepare Junior Members (Nippers) for their eventual transition to the marine and patrol environment of surf lifesaving; and
- Ensure all officers and junior members and parents and guardians abide by the Child and Youth Risk Management Strategy and the Codes of Conduct.

Junior Activities Officer and Chairmanship

As chairperson you will be required to chair all Club Junior Activities Committee meetings. You will need to manage and develop the operational effectiveness of the Junior Activities section 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 a not-for-profit organisations;
- Have a strong understanding of formal meeting procedure;
- Have a working understanding of the club's Constitution; By-Laws; Policies and Procedures Manual;
- Provide functional advice / guidance to other Junior Activities Officers;
- Submit a written report using the 'Report Template' as provided to the monthly meeting of the Board, accompanied by a copy of that month's Junior Activities committee minutes and reports. The report shall include, but not be limited to, emergent unbudgeted expenses, budgeted expenses and motions to be considered by the Board;
- Ensure open communication is undertaken with all members of the Junior Activities section;
- Develop and maintain a cohesive link between the active club and the Supporters Club; and
- Ensure planning and budgeting for the future is carried out in accordance with the direction of the Board of Directors.

Administration

- Develop a strong working relationship with the 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.

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

With	Purpose
1. President	Provide Strategic input to all functional areas of the Junior Activities section of the club.
2. Deputy Junior Activities Officer	
3. Junior Activities Minute Secretary	
4. Junior Activities Accounts Officer	
5. Club Captain	
6. Surf Sports Officer	
7. Chief Training Officer	

Re-election Period

Annually at the Nipper AGM and endorsed at the Club's AGM.