

Scarboro Surf Lifesaving Club

Job Description – Director of Administration



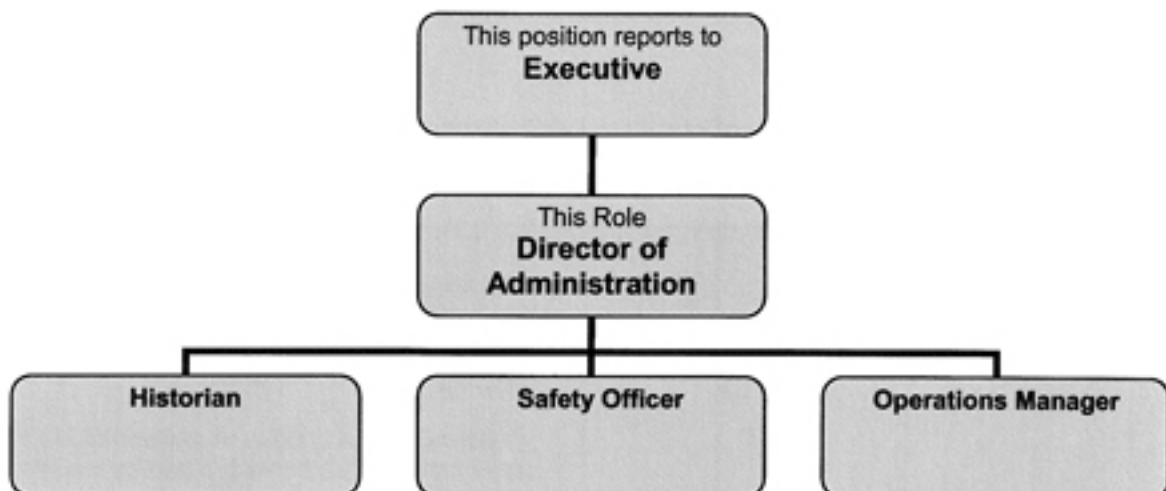
1. Position

Director of Administration

2. Position Purpose

Executive Officer responsible for the general routine administration of the Club

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

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5. Major Responsibilities

Ensure due notice of Club meetings is issued and record the proceedings of all General and Executive Committee meetings

Ensure that documents received by the Club are filed

Ensure all correspondence is maintained correctly

Ensure relevant liquor licenses and permits are applied for and that the Club complies in accordance with the regulations prescribed

Responsible for the employment and supervision of the Operations Manager

Manage the receiving of office bearer nominations for the Annual General Meeting

Responsible for the gathering and collating of reports for the Annual Report

Develop, maintain and review Club policies on an ongoing basis

6. Primary Accountability

Performance Measures

Reporting

Minutes of all General and Executive Committee meetings to be completed within 7 days of the meeting and are available for the viewing of the membership.

Ensure SLSWA and SLSA administrative tasks are completed and or/submitted by the required due date.

Legislation

Notify the relevant authorities of changes to the Club Constitution.

Budget

Prepares a budget for anticipated expenditure



7. Required Competencies

- Communicate effectively both verbally and in writing
 - Well-organised and can delegate tasks
 - Maintain confidentiality on relevant matters
 - Have a good working knowledge of the Club Constitution, policies and by laws
 - Able to work unsupervised and be self motivated
 - Demonstrated leadership abilities
 - Ability to keep correct up-to-date records
 - Able to work in a logical orderly manner
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