

Scarboro Surf Life Saving Club

Job Description – Director, Administration

1. Position Purpose

- The Director, Administration is responsible for the day to day administration of the Club, ensuring compliance with all statutory requirements, the Club's constitution, policies and procedures
- Ensures the Club's registers comply with statutory requirements and kept active and up-to-date.
- Actively adheres to the Board Governance Policy, including the Club's code of conduct and conflict of interest requirements.
- Maintains a primary focus on member protection, harmony and respect among the membership, promoting the Club's vision and values and providing excellent surf life saving services for the protection of the public at Scarborough Beach.

2. Key Relationships

- This position reports to the Board of Directors.
- This position maintains active oversight of the Club's Safety Officer, Clubrooms Officer, Historian and Communications Officer.

3. Approved by

- Board of Directors – meeting date 9/6/2020.

4. Major Responsibilities Position Specific

- Ensures the Club meets the strict recording, reporting and accountability requirements set in the Associations Inc. Act 2015, particularly Parts 3 and 4.
- Annual lodgement of the Inc. Associations' Information Statement (State Govt.)
- Arranges General and Directors' meetings of the Club in a timely and efficient manner and records proceedings and resolutions.
- Facilitates the preparation, printing and distribution of information kits in relation to nominations for Club positions, membership induction and member protection.
- Primarily responsible for the collation and publication of the Club's Annual Report.
- Ensures the Club's registers comply with statutory requirements and are kept active and up-to-date.
- Annual lodgement of Incorporated Associations Information sheet (State Government).

- Manages Club employees to carry out their duty statements in an effective and efficient manner.
- Liaison point between Board of Directors and Constitution Review Committee.

5. Major Responsibilities Board Collective

- Active oversight of the Club's Member Protection Policy.
- Developing, promoting and improving the Club's vision, values and strategic plan, consistent the Objects in the Club's constitution.
- Ensuring the Club's constitution and policies are followed and applied to the fullest extent possible and reviewed annually.
- Participates in the development and maintenance of the Club's risk management plan.
- Promotes positive social interaction between members, sponsors and key stakeholders.
- Ensures resources are available for the safety of the bathing public at Scarborough Beach.

6. Performance Goals

- Annual Report published and accepted by the membership.
- Club registers maintained and up-to-date.
- Member protection achieved.
- Strategies and targets in the Club's strategic plan met with outcomes published in the Annual Report.
- Risk management plan developed and implemented with outcomes published in the Annual Report.
- Improved social fabric of the Club.
- No lives lost at Scarborough Beach during patrol hours.

7. Mandatory Requirement

- Working knowledge and understanding of the (State) ***Associations Incorporation Act 2015*** (particularly Part 5) and the ***Associations Incorporation Regulations 2016*** – and comply to the fullest extent possible.
- Be in possession of (or applying for) a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.
- Be in possession of (or applying for) a National Police Volunteer Certificate.

8. Competencies

- Excellent inter-personal and written communication skills.
- Excellent organisational and delegation skills.
- Good working knowledge of SLSA, SLSWA and Club policies and procedures, including understanding and awareness of member protection requirements.

- Strong understanding of the Club's constitution.
- Ability to understand and interpret legislation governing the administration of incorporated associations.