

Volunteer Position Description

|  |  |  |
| --- | --- | --- |
|  Position  | Location  | Position Description Completed |
| Club President | [Name] Surf Life Saving Club | [DD] [Month] [YEAR] |
| SLS Branch Authority | SLSNSW Authority |
| Branch President / Director of Administration  | SLSNSW Staff |

|  |
| --- |
| PURPOSE STATEMENT |
|  Club Presidents act as principal leaders within a surf lifesaving club. They are responsible for overseeing and facilitating all areas and operations of a club and voice their SLS members’ views at appropriate forums.  |

|  |
| --- |
| Role & responsibilities |
| * **All Club Presidents will:**
* Act as a facilitator for Club activities and voice members views at appropriate forums
* Act as the principal leader with overall responsibility for the Club’s administration
* Be responsible for Club planning, including succession and business planning
* Engage sponsors and supporters
* Ensure all Club activities are carried out within the laws of NSW
* Ensure all rules and regulations of the Club are upheld
* Ensure financial, social and structural viability of the Club is established and maintained
* Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
* Facilitate meetings, including committee, executive and annual general meeting
* Identify and communicate to members opportunities available at Club, branch, state and national levels
* Introduce the Club Management Plan and ongoing review and management of this plan
* Represent the Surf Club appropriately at local, regional, state and national levels
* Set the overall committee agenda and help the committee prioritise its goals and ensure office bearers work within this framework
* Induct and support club management team members into their position and support them in their role
 |

|  |
| --- |
| ROLE ENTRY REQUIREMENTS |
| * Be a current, financial member of SLSNSW Club or service.
* Working with Children Check (or willing to obtain)
* Completed SLS Safer Surf Clubs and Safeguarding Online awareness training
 |
|   |
| KEY CHALLENGES IN THE ROLE |
| * Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes
* Exposure to potentially traumatic incidents, material, and potentially traumatised people
* Managing expectations and resolving conflicts
* Volunteering flexibly and travelling to attend sites after hours and on weekends as required
* Succession planning
 |
| SELECTION CRITERIA |
| ESSENTIAL SKILLS |  | ESSENTIAL KNOWLEDGE |
| * Ability to manage own workload and conflicting priorities while consistently adhering to SLSNSW protocols
* Ability to respond promptly and appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport
* Ability to seek assistance and support when required
* Ability to work in a high-pressure environment
* Ability to work within a team and delegate tasks appropriately to meet timeline
* Clear communication skills
* High problem-solving ability: analysing available information and choosing the optimal solution
* Leadership and business management skills
* Basic computer skills
 |   | * Knowledge of SLS constitutions, regulations, policies, guidelines and procedures
* Knowledge of NSW legislation
* Knowledge of local, state and national strategic and business plans available and referring individuals where necessary
* Knowledge of SLS organisational governance
* Self-awareness in relation to their level of competence and any limitations.
* Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation.
* Understanding of responsibilities around confidentiality including its limitations.
 |
| PREFERRED QUALIFICATIONS OR EXPERIENCE  |
| * Tertiary qualification in leadership and management
* Tertiary qualification in business management
* Tertiary qualification in project management
* Tertiary qualification in business administration
 | * Business owner
* Management experience
* SLS Committee Chairperson
 |
| PERSONAL CHARACTERISTICS |
| * Ability to adapt style
* Community minded
* Flexibility
* Genuine interest in helping others
* Good moral judgement
* Good prioritisation skills
 | * Integrity
* Organised
* Professional yet affable
* Resilient
* Self-directed (self-control and management)
 |
| **KEY STAKEHOLDER RELATIONSHIPS** |
| * SLSNSW Members
* Branch Presidents
* Branch Administrators
* SLS Club Safety Officer
* SLS Club Member Protection Information Officer
* SLS Club Sponsors
 | * SLSNSW Member Welfare Officer
* SLS Club Complaints Officer
* Members of the Club Management Team
* SLSNSW Development Team
* Previous and other current holders of the role
* Government Officials
 |