

Volunteer Position Description

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| 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 | |

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| 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. |

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| 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 |

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| 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 | | |
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| 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 |