

# Scarboro Surf Lifesaving Club

## Job Description - President



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### 1. Position

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President

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### 2. Position Purpose

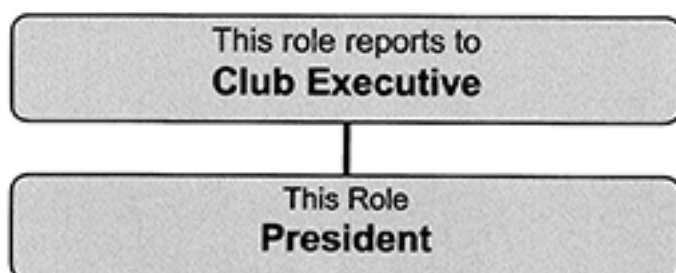
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The official head of the Club and presides at all General and Executive Meetings. The role shall maintain order and ensure the Officers of the Club are satisfactorily performing their duties and that all Committees, Standing Committees and Sub-Committees are operating as prescribed.

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### 3. Key Relationships

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### 4. Approved by

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#### 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**

### **Key Accountabilities**

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Principal leader with overall responsibility for the Club's management

Set the overall annual committee agenda, help the committee prioritise its goals and working within the framework

Facilitate committee, executive and annual general meetings

Represent the Surf Club at local, regional, state and national levels

Act as a facilitator for Surf Club activities and represent members views

Ensure planning and budgeting is in accordance with the wishes of the members

Ensure all rules and regulations of the Club are upheld

Encourage sponsors and supporters

Ensure financial, social and structural viability of the Club

Identify and communicate to members threats, challenges and opportunities available to the Club

Be responsible for planning, including succession planning

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### 6. Primary Accountability

#### Performance Measures

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|--------------|---|
| Compliance   | Ensure overall compliance be office bearers               |
| Appointments | Appoint sub committees to review Club matters as required |
| Meetings     | Attends State and National meetings as required           |

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### 7. Required Competencies

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- Communicate effectively
  - Well informed of the organisations activities
  - Aware of future directions and plans of members
  - Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
  - Maintain a policy of loyalty to the Surf Club and it's activities whilst maintaining confidentiality and respect towards members
  - Maintain effective and efficient administration
  - Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
  - Must be a supportive leader for all organisations members
  - 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
  - Working with Children clearance
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