

# Fremantle Surf Life Saving Club

## Position Description – Club Captain



### Purpose:

- To provide leadership and contribute to the strategic direction for the Club
- To oversee and monitor the Club's Junior and Youth Development activities to ensure that the Club's legal, regulatory and financial obligations are met
- To oversee and monitor the wellbeing of the Club's membership.
- To oversee and improve internal systems in the areas of personal development and leadership in line with the Club's strategic plan
- To act as a focal point at Board level for the Club's membership

### Reports to;

- President

### Qualifications:

- Financial member of the Club, with voting rights
- Proficient holder of current SLSA award – Bronze Medallion preferred
- Current National Police Clearance or Working With Children Clearance

### Key Competences:

- Good understanding of Lifesaving and Education practices as well as operations
- Effective communicator with good interpersonal skills
- Effective report writing skills
- Effective team leadership skills
- Ability to maintain confidentiality
- Ability to deal with others honestly, ethically and with integrity
- Understanding of legal, regulatory and financial compliance requirements within the framework of the Associations Incorporation Act 2015
- Knowledge of the rights, requirements and obligations of a Director of a not-for-profit organisation
- Understanding of the key risks that the Club is exposed to and recognition of the mitigation strategies required

Prepared by:	Jack Dowie	Date:	21/02/2018	Revision:
Approved by:	Cath Morgan	Date:	12/03/2018	1

#### Accountabilities:

- Uphold the Constitution and Bylaws of the Club, and promote the Club's values through actions and words
- Development of the Club's strategic directions for member wellbeing and personal development, and maintenance of those elements of the Club's Strategic Plan
- Attend the Club's Board meetings and act as first point of contact on the Board for the membership
- Oversee and monitor the Club's activities to ensure that they are conducted with integrity and responsibility
- Ensure that the Club's member obligations to SLSWA and other stakeholders are met
- Develop succession plans for key reporting positions, identify potential candidates and produce personal development plans
- Attend Committee meetings on an 'as-needs' basis in order to promote effective vertical communication between the Board and Committees
- Implement and maintain programs to improve member leadership skills and promote the recruitment and retention of members
- Accountable for the conduct and discipline of members, and when advised, bring any breaches of Code of Conduct or Club Values to the Board
- Manage, engage and provide support to the club's Grievance Officer
- Monthly reporting to the Board
- Annual reporting to the Club

#### Key Performance Indicators:

- Work towards continual improvement in member retention
- Welcome and induct new members into the Club
- Attending at least 75% of the scheduled Board meetings
- Sign-off of the of the Club's Compliance Audit Report