

Fremantle Surf Life Saving Club

Position Description - Director of Administration



Purpose:

- To provide leadership and contribute to the strategic direction for the Club.
- To oversee and monitor the Club's Administration activities to ensure that the Club's legal, regulatory, financial, record keeping, communication and reporting obligations are met.
- To act as a focal point at Board level for Administration, OHS and Social activities.
- To manage the wellbeing of the Club's paid administrators, tenants and external stakeholders

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 Administration practices, OHS standards as well as facility and membership 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

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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 Administration and maintenance of the Administration elements of the Club's Strategic Plan
- Review and endorsement of the Administration elements of the Club's annual Budget
- Attend the Club's Board meetings and act as first point of contact on the Board for Administration
- Develop, implement and maintain the Club's communication strategy
- Oversee and monitor the Club's Administrative activities to ensure that they are conducted with integrity and responsibility
- Ensure that the Club's Administrative 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
- Meet with administrators on an 'as-needs' basis in order to promote effective vertical communication between the Board and Committees
- Liaise with the Director of Finance to ensure that the Club's administrators meet the monthly and year-end financial reporting requirements
- Ensure the canteen, bar and merchandise store are managed in a financially responsible manner
- Monthly reporting to the Board
- Annual reporting to the Club

Key Performance Indicators:

- Meeting the Administrative elements of the Club's annual budget with +/- 10% (on a bottom-line basis)
- Attending at least 75% of the scheduled Board meetings
- Sign-off of the Administrative elements of the Club's Compliance Audit Report