

Fremantle Surf Life Saving Club

Position Description

Director of Lifesaving and Education



Purpose:

- To provide leadership and contribute to the strategic direction for the Club
- To oversee and monitor the Club's Life Saving and Education activities to ensure that the Club's legal, regulatory and financial obligations are met
- To act as a focal point at Board level for Life Saving and Education

Reports to:

- President

Qualifications:

- Financial member of the Club, with voting rights
- Proficient holder of current SLSA award – Bronze Medallion and Training Officer 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:	24/03/2018	Revision:
Approved by:	Cath Morgan	Date:	26/03/2018	2

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 Lifesaving and Education and maintenance of the Lifesaving and Education elements of the Club's Strategic Plan
- Review and endorsement of the Lifesaving and Education elements of the Club's annual Budget
- Attend the Club's Board meetings and act as first point of contact on the Board for the Lifesaving and Education Managers
- Attend (or provide a suitable delegate) SLSWA Development forums
- Oversee and monitor the Club's Lifesaving and Education activities to ensure that they are conducted with integrity and responsibility
- Ensure that the Club's Lifesaving and Education obligations to SLSWA and other stakeholders are met
- Develop succession plans for key reporting positions, identify potential candidates and produce personal development plans
- Attend Lifesaving and Education Committee meetings on an 'as-needs' basis in order to promote effective vertical communication between the Board and Committees
- Monthly reporting to the Board
- Annual reporting to the Club

Key Performance Indicators:

- Meeting the Lifesaving and Education elements of the Club's annual budget with +/- 10% (on a bottom-line basis)
- Attending at least 75% of the scheduled Board meetings
- Attending (or providing a suitable delegate) at all SLSWA Forums
- Sign-off of the Lifesaving and Education elements of the Club's Compliance Audit Report