

Fremantle Surf Life Saving Club

Position Description - President



Purpose:

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

Reports to:

- The Board

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 Surf Life Saving practices as well as operations
- Effective communicator with good interpersonal skills
- Effective report writing skills
- Effective team leadership skills
- Ability to deal with others honestly, ethically and with integrity
- Good working knowledge of the Constitution and Bylaws of the Club
- 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
- Ability to maintain confidentiality

Prepared by:	Jack Dowie	Date:	18/03/2018	Revision:
Approved by:	Cath Morgan	Date:	19/03/2018	1

Accountabilities:

- Ensure that all activities of the Club uphold the values and principals of the Constitution and Bylaws
- Monthly reporting to the Board
- Annual reporting to the Club
- Act as a focal point for discussion with Surf Life Saving WA (in particular, the President and CEO)
- Act as a focal point for, and maintain contacts with, the City of Fremantle
- Ensure the club's compliance with relevant legislation (including the Incorporated Associations Act) and regulations
- Manage the Annual General meeting and any Special General Meetings
- Manage monthly Board meetings
- Monitor the performance of the Board and Operational Committees against the club's Governance framework
- Authority to sign legal and financial documents on behalf of the Club

Key Performance Indicators:

- Meeting 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 Club's Compliance Audit Report