

Fremantle Surf Life Saving Club

Position Description – Manager Social



Purpose:

- To manage and monitor the Club's social activities to ensure that the Club's legal, regulatory and financial obligations are met
- To act as a focal point at an operations level for club social activities

Reports to:

- Director of Administration

Qualifications:

- Financial member of the Club, with voting rights
- Current National Police Clearance or Working with Children Clearance

Key Competences:

- Effective communicator with excellent interpersonal skills
- Effective report writing skills
- Effective time and budget management skills
- Ability to influence and manage volunteers
- Ability to deal with others honestly, ethically and with integrity

Accountabilities:

- Uphold the Constitution and Bylaws of the Club, and promote the Club's values through actions and words
- Preparation and monitoring of the social elements of the Club's annual budget (inclusive of the profit and loss of the Club's bar and canteen)
- Act as first point of contact for Club social operational issues
- Manage the coordination and delivery of Club social activities (excluding youth social activities)
- Dissemination of social information through communication tools and social media platforms via the office staff
- Manage and monitor the Club's social activities (including advertising, catering, bar staff and entertainment) to ensure that they are conducted with safety, integrity and responsibility
- Recruit and oversee a social committee, at the discretion of the social manager.
- Coordinate social activity meetings as required and be accountable for the distribution of meeting minutes
- Attend scheduled Fremantle SLSC Management meetings
- Promote effective vertical communication between the Board and social committee where applicable

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Approved by:	Cath Morgan	Date:	11/01/2019	1

- Support to the Director of Administration when requested
- Annual reporting to the club (including any financial reporting by the Board, and preparation of sections of the Club's Annual Report if required)

Key Performance Indicators:

- Attending at least 75% of the scheduled Fremantle SLSC Management meetings
- Achievement of annual budget within 10%
- Delivery of the Club's annual social calendar