



Position Description - draft

Title:	President
About:	Chief Executive Officer of the Club, the President is the principal leader of the club and has overall responsibility for its administration.
Reports to:	n/a
Responsibilities:	<ul style="list-style-type: none"> • Be well informed on club activities. • Be aware of the future directions and plans of the club. • Have a good working knowledge of the Club's constitution, rules and the duties of all office bearers. • Manage committee and/or executive meetings. • Manage the annual general meeting. • Represent the Club at branch, state and national levels. • The President is the main representative to outside bodies i.e.: Council, sponsors, media, community • Be a supportive leader for all club members. • Ensure the planning and budgeting for the future of the club is carried out in accordance with the wishes of the members. • Act as Delegate to Surf Life Saving Sydney Northern Beaches Inc. and report back to Management Committee on issues relevant to the Club. • Undertake any agreed task assigned by the Management Committee and Executive. • Be prepared to attend as far as possible, all Management Committee meetings of the Club. • Prepare an annual report.
Committees:	<ul style="list-style-type: none"> • Is a member of Club Executive • Shall be an ex-officio member of all Committees of the Association. • Be a member of the Management Committee. • Be the Chair of the Management Committee. • Be the Chair of the Annual General Meeting. • Member Board of Management Sydney Northern Beaches Branch SLSA
Qualifications:	<ul style="list-style-type: none"> • Be a member of Whale Beach Surf Life Saving Club Inc. • A sound knowledge of governance principles, a sound business acumen and a broad understanding of the Surf Life Saving movement.
Skills:	<ul style="list-style-type: none"> • Ability to effectively coordinate volunteers. • Ability to communicate clearly. • Good understanding of club culture and operations. • Can maintain confidentiality on relevant matters. • Able to lead a team and effectively delegate tasks. • Strong time management and organisational skills.
Date:	7 July 2016