



## Position Description - draft

**Title:** Property Officer

**About:** Ensures that Club building is kept in good repair.

**Reports to:** President

**Responsibilities:**

- Ensures that surf club building is kept in good repair.
- Undertake any agreed task assigned by the President or the Management Committee.
- Be prepared to attend as far as possible, all Management Committee and Property Committee meetings of the Club.
- Prepare an annual report.

**Committees:**

- Be a member of the Management Committee and the Property Committee.
- Be the Chair of the Property Committee.

**Qualifications:**

- Be a member of Whale Beach Surf Life Saving Club Inc.

**Skills:**

- Strong time management and organisational skills.
- Ability to work unsupervised and be self-motivated.
- Strong project management skills.

**Date:** 7 July 2016