



North Queensland Branch

Position Description

Position	Branch Deputy President
Term of office	Elected on odd years at the AGM for two-year term
Position Review	Yearly

Purpose of the Position

The Deputy President will assume the role of President when the President is absent from normal duties and therefore will need to closely match all requirements of the position description of the President

The Deputy President must therefore be able to provide strategic guidance and leadership in support of all functions of the Branch including providing assistance to other Directors of the Board in relation to their roles

The main level of focus is to ensure the Branch functions in a professional and corporate manner and its corporate governance and Constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving Club.

Time commitment:

The position of Branch Deputy President is a voluntary position which requires a commitment of time and energy required to complete the duties of the position. It would be anticipated that the role would require a time commitment of a minimum 25 hours per week across both days and evenings

Responsible to:

- Branch President
- Branch Board of Directors
- Branch Council
- SLSQ

Functional relationships:

- Branch President
- Branch Council

- Board of Directors
- Club members
- North Queensland Regional Staff
- Sponsors & Supporters

Governance responsibilities:

- Attend meetings of Branch and functions
- Attend and complete Branch induction and governance training
- Attend all meetings of Branch and functions
- Be responsible to lead through personal demonstration and compliance with, all policies, rules and by-laws of the Branch, SLSQ and SLISA, and to ensure that all Branch, Board and office bearers in carrying out their duties, act in accordance with the same
- Ensure that the Branch meets its endorsed charitable purpose
- Ensure Privacy Act 1988 principles and confidentiality are upheld at all times by all persons with access to Club and member records and correspondence
- Ensure the Branch at all time is governed in accordance with the SLSQ Governance Standards in order to meet the ACNC Regulations
- Ensure all Branch activities are carried out within the laws of Queensland
- Assist in the Branch Management and Strategic Plans and ongoing review and management of this plan
- Ensure planning and budgeting is completed in accordance with the needs of the Branch and members wishes
- Ensure financial, social, and structural viability of the Branch is established and maintained
- Ensure all rules and regulations of the Branch are upheld
- To not be disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth)
- To not be disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a 'responsible person' of a registered charity
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the Criminal Law (Rehabilitation of Offenders) Act 1986.
- Not have been a bankrupt; or entered a deed of arrangement; or made a composition which remains unpaid; in accordance with the Bankruptcy Act 1966 or corresponding law of another external territory.

- Be eligible to hold a clearance for working with children in accordance with the Working with Children (Risk Management and Screening) Act 2000.
- Have a working knowledge of the Youth Protection Policies

General responsibilities and duties:

- Act as the principal leader with overall responsibility for the Branch's administration
- Set the overall board standing agenda and help the committee prioritise its goals and ensure office bearers work within this framework
- May deputise for the Branch President at local, regional, state and national levels
- Act as a coordinator for Branch activities and voice members views at appropriate forums
- Assist with sponsors and supporters
- Identify and communicate to members opportunities available at Club, Branch, state and national levels
- Interact with regional staff on regular basis
- Oversee the Branch Compliance of CRYMS adherence
- Co-ordinate, communicate and chair the committee responsible for the delivery of the Annual Awards of Excellence for the Branch
- Oversee the nomination process and co-ordinate the judging panel for the AofE within the Branch
- Be the point of contact for the State Nominations on behalf of the NQB for the State Aof E
- Support the President to fulfill the responsibilities of Director Roles that have been left vacant

Prerequisites:

- Be a current member of the association
- Have a strong commitment to the ideals of surf lifesaving
- Have a complete understanding of the Codes of Conduct
- Have knowledge of the statutory requirements of surf lifesaving and contemporary issues affecting the organisation.
- To be a holder of a current "Blue Card" or "Exemption Notice" issued by Blue Card Services

Knowledge and skills required:

- Strong communication and interpersonal skills
- Well informed of the organisation's activities

- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Branch to members, other organisations and the general public
- Maintain a level of privacy (certain details) to the Branch and its activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of Surf Lifesaving objectives, policies and procedures, or the ability to quickly assimilate that knowledge
- Have a good knowledge of the Branch constitution, by-laws, the duties of all office holders and subcommittees, or the ability to quickly assimilate that knowledge
- Must be a supportive leader for all Club's members
- Have a good knowledge of organisational governance including risk management and be able to organise and delegate tasks

Desirable attributes:

- Demonstrated rapport with Clubs, Board and regional staff personnel
- Ability to work with others.
- Ability to lead others to achieve goals and outcomes
- Sound leadership skills
- Sound organisational skills
- Sound time management skills
- Sound computer skills - Microsoft Office and Outlook.
- Sound oral and written communication skills
- Public speaking ability
- Good negotiation skills
- Willingness to learn new skills
- Ability to work in a team environment.
- Motivational
- Efficient people management skills
- A sense of justice