



North Queensland Branch Position Description

Position	Branch Director of Administration & IT (Secretary)
Term of office	Elected on odd years at the AGM for two-year term
Position Review	Yearly

Purpose of the Position

The Director of Administration & IT (Secretary) provides strategic administration guidance and leadership in support 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 North Queensland Branch

Time commitment:

The position of Director of Administration & IT (Secretary) 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

Functional relationships:

- Branch President
- Board of Directors
- Club Administrators
- Sponsors & Supporters

Governance responsibilities:

- Be a current financial member of the association
- Attend and complete Branch induction and governance training
- Preside at all meetings of Branch and functions

- Have a casting vote at Branch general meetings as required
- 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
- Be an ex-officio member of all Committees/Boards formed under these policies, rules and by-laws
- 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
- Be responsible for Branch financial management budgeting and planning, including business planning and succession
- Ensure all Branch activities are carried out within the laws of Queensland
- Produce the Branch Management and Strategic Plan and ongoing review and management of this plan
- Facilitate meetings, including committee, general and annual general meetings
- 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
- 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 into 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
- Fulfil the role of Secretary as defined in the Associations Incorporations Act 1988
- Ensure that the Club meets its endorsed charitable purpose
- Perform the role of Public Officer carrying out all such duties in regard to the Office of Trading and the Australian Taxation Office
- 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 Club at all time is governed in accordance with the Associations Incorporations Act 1988 and the SLSQ Governance Standards in order to meet the ACNC Regulations 2013

General Responsibilities and duties:

- Be a current member of the association
- Have a strong commitment to the ideals of surf lifesaving
- To be a holder of a current “Blue Card” or “Exemption Notice” issued by Blue Card Services
- 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 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
- Ensure the responsibilities of Registrar, as defined in the Club constitution and By-Laws, are fulfilled including utilisation of SurfGuard membership database
- Bank account signatory and approver
- Chair sub-committees e.g. Membership Committee (where applicable)
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- Chair Board of Administration & IT sub-committee
- Take minutes of meetings and maintain a copy for records – this is done by our Regional Administration Officer
- Ensure circulation of minutes to the Council, Board or committee members within 7 working days to the next meeting this is done by our Regional Administration Officer
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- Collect and collate reports from office bearers this is done by our Regional Administration Officer
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- Call for and receive nominations for committees and other positions for the Branch Annual General Meeting – this is done by our Regional Administration Officer
- Receive, record, read, reply and file correspondence promptly
- Provide a copy of all correspondence in and out to the monthly meetings
- Complete all Association (Branch) returns as required by the Office of Fair Trading
- Collate and arrange printing of the annual report
- Maintain data entry SurfGuard and ensure records are current
- Overall responsibility for all documents, records and books belonging to the Branch including the preparation of agendas and the production of minutes for all Council and Board Meetings this is done by our Regional Administration Officer
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- Maintain files, including (but not limited to) legal documents, constitutions, leases and titles this is done by our Regional Administration Officer

- Perform the general routine administration of the Branch
- Ensure achievement of relevant sections of the Branch management plan
- Support the Branch Directors in adhering to the Strategic Plan of the NQB
- Ensure the Strategic Plan is used as a working document for all Branch meetings
- Support the updating and compliance of the NQB to the Constitution and with a thorough working knowledge of the constitution ensure all branch business is conducted within the framework of the Constitution
- Ensure the Branch By-Laws are kept up to date and reviewed regularly
- Develop and Prepare the nomination forms for Directors and Office Bearers prior to the AGM in partnership with the Regional Office Administrator
- Facilitate Regular meetings of Club Administrators to ensure there are adequate Professional Development opportunities and upskilling workshops for them to be able to deliver effective compliance for their clubs
- Help ensure club administrators are fully aware of their club governance and compliance obligations in partnership with the Regional Administration Officer and the Regional Manager
- Good understanding of Branch and Club culture and lifesaving operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Aware of Work Health & Safety policy
- Have a working knowledge of the Youth Protection Policies

Prerequisites:

- Be a current member of the association
- Have a strong commitment to the ideals of surf lifesaving
- To be a holder of a current “Blue Card” or “Exemption Notice” issued by Blue Card Services
- 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 not be disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth)
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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 Club, 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