



North Queensland Branch Position Description

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| Position | Branch Director of Youth & Membership |
| Term of office | Elected on even years at the AGM for two-year term |
| Position Review | Yearly |

Purpose of the Position

The Director of Youth & Membership provides strategic guidance and leadership in support of all Youth & Membership functions of the Branch including providing assistance to Directors of the Board in relation to their roles.

The primary focus is to ensure the Branch functions in a professional and corporate manner and its Youth & Membership 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 Director of Youth & Membership 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 minimum 12 hours per week across both days and evenings during the season in particular.

Responsible to:

- President
- Board

Functional relationships:

- President
- Board
- Club Youth & Membership Officers
- Director of Junior Activities

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:

- Set the overall Board of Youth & Membership standing agenda and help the committee prioritise its goals and ensure office bearers work within this framework and in line with the Branch Strategic Plan
- Act as a coordinator for Branch Youth activities and voice youth members views at appropriate forums
- Devise strategies to engage and develop membership across the youth and broader sector
- Work with the Marketing officers to prepare internal and external communications across all mediums to engage with potential members and identify key target groups

- Assist with sponsors and supporters particularly to support youth activities
- Identify and communicate to members opportunities available at Club, Branch, State and national levels
- Interact with regional staff on regular basis and work with the RDO to achieve the goals of the NQB
- Represent the Branch as Director of Youth & Membership and to SLSQ and SLSA as required
- Provide regular communication and support to Club Youth & Membership officers and members
- Support clubs to ensure records are maintained of member re-qualifications each season - Surf Guard
- Responsible for the conduct of members in the Branch
- Recommend actions to Board
- Facilitate meetings, including committee
- Prepare and submit monthly reports to the Board
- Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal)
- Ensure implementation of relevant policies relating to Youth and Membership
- Provide leadership and strategic direction relating to Youth & Membership
- Represent the Branch at meetings/conferences as required
- Develop and oversee the Youth Development program for Branch and provide a stimulating and safe environment for youth members aged between 15 and 20 years of age
- Identify opportunities for youth through leadership programs offered both internally and externally to the organization
- Work with other club officers to recruit and sustain youth members
- Provide accessible mentoring to youth members.
- Represent the Branch at State Youth & Membership meetings
- Initiate visits to Clubs to discuss items of a strategic nature
- Oversee programs relating to Youth & Membership

Prerequisites:

- Be a current member of the association
- Current Bronze Medallion and Silver Medallion: Beach Management
- 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.
- Prepare an annual budget
- Attend all Board meetings
- Good understanding of Club culture and lifesaving operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Excellent communication and interpersonal skills

General knowledge and skills:

- Aware of Work Health & Safety policy
- Strong oral and written communication and interpersonal skills
- Efficient people management skills
- Sound time management 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 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
- Identify situations that require Member Protection policy and procedure
- Capacity to negotiate and resolve issues with a range of people

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
- Public speaking ability
- Good negotiation skills
- Willingness to learn new skills
- Ability to work in a team environment.
- Motivational