



NORTH QUEENSLAND
QUEENSLAND

North Queensland Branch Position Description

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

Purpose of the Position

The President provides 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 North Queensland Branch. To be the SLSQ State Council representative of the North Queensland Branch and fulfil the role of State Councillor.

Time commitment:

The position of Branch 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 Board of Directors
- Branch Council
- SLSQ
- Members

Functional relationships:

- Branch Council
- Board of Directors
- Club members
- North Queensland Regional Staff
- Sponsors & Supporters
- SLSQ Managers

Governance responsibilities:

- Be a current financial member of the association
- Attend and complete Branch induction and governance training
- Preside at meetings of Branch (where possible and appropriate) including general and annual general meetings
- 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 oversee 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

Represent the Branch as Councillor and to SLSQ and SLSA as required

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

In conjunction with Director of Finance and members of the Board and Council, 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

Ensure financial, social and structural viability of the Branch is established and maintained

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

General responsibilities and duties:

Act as the principal leader with overall responsibility for the Branch's administration in conjunction with the Directors set t the overall board standing agenda and help the board prioritise its goals in alignment with the Strategic Plan so and that office bearers work within this framework

Represent the Branch appropriately at local, regional, state and national levels

Act as a coordinator for Branch activities and voice members views at appropriate forums

Identify and communicate to members through direct means and through the NBQ Councillors (Club Presidents) opportunities available at Club, Branch, state and national levels

Interact with regional staff on regular basis in order to deliver the services of the Branch to the members

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)

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

Knowledge and skills required:

Strong communication and interpersonal skills

Well informed of the organisation's activities – including a good working knowledge of Surf Lifesaving objectives, policies and procedures, or the ability to quickly assimilate that knowledge

Able to liaise and consolidate agreed future directions and plans of clubs and members within the branch frame work

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) of 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

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

Good negotiation skills

Willingness to learn new skills

Ability to work in a team environment.

Motivational

Efficient people management skills

A sense of justice

Ability to prioritise

Confidence to enforce the rules of the Surf Life Saving Movement in relation to codes of conduct and constitutional requirements