



## North Queensland Branch Position Description

<b>Position</b>	<b>Branch Director of Lifesaving</b>
<b>Term of office</b>	<b>Elected on even years at the AGM for two-year term</b>
<b>Position Review</b>	<b>Yearly</b>

### **Purpose of the Position**

The Director of Lifesaving provides strategic guidance and leadership in support of all Life Saving functions of Branch including assisting the Directors of the Board in relation to their roles. Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct.

The primary focus is to ensure the club functions in a professional and corporate manner and its Surf Life Saving 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 Director of Lifesaving is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.

### **Responsible to:**

- President
- Board of Directors
- Branch Council

### **Functional Relationships:**

- President
- Board of Directors
- North Queensland Regional Staff
- Lifesaving sub-committee
- Clubs & Members

**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 SLSA, 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 times 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 Lifesaving standing agenda and help the committee prioritise its goals and ensure office bearers work within this framework.
- 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.
- Represent the Branch as Director of Lifesaving and to SLSQ and SLISA as required.
- Set the overall board standing agenda and help the committee prioritise its goals and ensure office bearers work within this framework and in accordance with the NQB Strategic Plan
- Prepare an annual education calendar in conjunction with the Education Panel, Club CTOs and other relevant parties to ensure a co-ordinated and effective delivery of branch run courses. This should also be done in partnership with the DOSS.
- Responsibility for the Education Panel to identify deficiencies in club patrol capacities and use the Patrol Gap Calculator as a tool for delivering training to address those deficiencies.
- Approve annual Clubs patrol hours in consultation with the State Lifesaving Officer.
- Ensure effective management of Board of Lifesaving in all of its operations.
- Manage adherence to requirements as per LSA and SOP (quality assurance)
- Ensure Clubs prepare and implement an effective Beach Management Plan
- Ongoing management or service deliver standards and issue resolution.
- Responsible for the conduct of members in the Branch
- Oversee the Gear Steward/ Power craft Officer concerning lifesaving gear, ensuring it is well maintained and managed, including the annual gear and equipment inspection.
- Provide regular communication and support to Club Captains and members.
- Recommend actions to Board.
- Facilitate meetings, including committee.
- Communicate with Clubs patrol defaulters to maintain efficiency of patrols.
- Ensure records are maintained of member re-qualifications each season - Surf Guard
- Prepare and submit monthly reports to the Board.
- Oversea and maintain the Branch, Club's POM
- Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal)
- Prepare an annual budget.
- Attend all Board meetings .

#### **Prerequisites:**

- Be a current member of the association.
- Accreditation in Training Small Groups (TSG)
- 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.

- Good understanding of Club culture and lifesaving operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Excellent communication and interpersonal skills

**Knowledge and skills required:**

- Aware of Work Health & Safety policy
- Strong oral and written communication and interpersonal skills
- Strong Leadership 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
- Good negotiation skills
- Sound computer skills
- Strong Time Management Skills
- Efficient people management skills

**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
- Willingness to learn new skills
- Ability to work in a team environment.
- Motivational
- A sense of justice