



## North Queensland Branch Position Description

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

### **Purpose of the Position**

The Director of Surf Sports provides strategic guidance and leadership in support of all Surf Sports 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 Surf Sports 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 Surf Sports is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.

### **Responsible to:**

- President
- Board

### **Functional relationships:**

- President
- Board
- North Queensland Regional Staff
- Branch coaches and team managers
- Club coaches, team managers, officials.
- Boat Captain
- Director of Junior Activities
- Surf Sports sub-committee.
- Representative Team Management

**Governance responsibilities:**

- Attend all meetings of SLSQ, Branch and committees and functions.
- Attend sub-committees e.g. Surf Sports, Selection Committee (where applicable).
- Understand the SLSA code of conduct.
- Understand the Youth Protection Policy (SLSA 6.05).

**General responsibilities and duties:**

- Ensure implementation of relevant policies relating to Surf Sports.
- Conduct regular communication with Club surf sports representatives.
- Ensure effective directorship of surf sports and its competition operations.
- Identify, co-ordinate and Implement opportunities for Professional Development of Athletes within the NQB and assist in applying for funding avenues in conjunction with the Grants Officer – both here and away.
- Identify, co-ordinate and Implement opportunities for Professional Development of Coaches within the NQB and assist in applying for funding avenues in conjunction with the Grants Officer.
- Identify, co-ordinate and Implement opportunities for Professional Development of Officials within the NQB to attend and gain experience at major surf sports events and assist in applying for funding avenues to support their attendance in conjunction with the Grants Officer.
- Identify development opportunities for surf sports within the branch through inclusion of 'specialised' events within the surf sports calendar.
- Develop and set the NQB Surf Sports Calendar in conjunction with BOLS and Education Panel
- Review and maintain a current Surf Sports Booklet each year.
- Oversee the development and execution of the NQB Youth Team and acknowledge overarching responsibility for governance, budgeting, training compliance etc. in partnership with the appointed NQBYSM Manager– Please refer to the Team Manager Job Description for further details.
- Prepare reports for presentation to Boards, Council Meetings and other meetings as required.
- Provide leadership and strategic direction relating to Surf Sports in accordance with the Branch Strategic Plan.
- Oversee the Gear Steward concerning surf sports gear, ensuring it is well maintained and managed, including the annual gear and equipment inspection.
- Provide regular communication and support to Club Surf Sports Officers and members.
- Work with Club Surf Sports Officer to address training requirements and deficiencies.
- Recommend actions to Board.
- Ensure records are maintained of member re-qualifications each season - Surf Guard.
- Prepare and submit monthly reports to the Board.
- Manage, in consultation with others, the annual Surf Sports equipment grant (applications and acquittal).
- Work with the RDO to achieve the goals of the NQB.
- Represent the Branch at meetings/conferences as required.

- Prepare a Surf Sports Budget yearly.
- Contribute to the Business Plan relating to Surf Sports in consultation with appropriate staff.
- Act as Chair of meetings, conferences, committees relating to surf sports matters.
- Represent the Branch at State Surf Sports meetings.
- Develop programs and reports as requested by the Council and/or Board.
- Initiate visits to Clubs to discuss items of a strategic nature.
- Be prepared to forego role as carnival referee/official at Branch conducted events.

**Prerequisites:**

- Be a current member of the association.
- Accreditation in either SLSA Officials or Coaching.
- Have a strong commitment to the ideals of Surf Sports.
- Have a complete understanding of the Codes of Conduct.
- Understanding of the requirements for Coach and Official Accreditation.
- 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
- Ongoing management or service deliver standards and issue resolution.

**Knowledge and skills:**

- Aware of Work Health & Safety policy.
- 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 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.
- Public speaking ability.
- Good negotiation skills.
- Willingness to learn new skills.
- Ability to work in a team environment.
- Motivational.
- A sense of justice.