



MUDJIMBA SURF LIFE SAVING CLUB INC. DEPUTY PRESIDENT – POSITION DESCRIPTION

ROLE: Assist the President and shall deputise for them in their absence and shall carry out special assignments as directed by the President or the Executive Committee.

RESPONSIBLE TO: Management Committee

RESPONSIBILITIES AND DUTIES:

As per any express provisions made in Mudjimba Surf Life Saving Inc. Constitution and By-Laws

- Assist the President and shall deputise for them in their absence and shall carry out special assignments as directed by the President or the Executive Committee. (BY-LAW 4.2)
- Chairperson of the Building Committee (BY-LAW 6.9)
- Chairperson of the Membership Committee (BY-LAW 6.11)
- Attend Management Committee Meetings (Constitution – Section C, 1.5)

Other Responsibilities and Duties:

- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations, stakeholders, and the general public at local, state and national levels;
- Maintain a policy of loyalty to the Club, all members, and its activities whilst maintaining confidentiality and respect towards all members;
- Maintain effective, efficient, accountable and transparent administration
- Assist the Management Committee and Club in sourcing and engaging financial support;
- Report back to the Management Committee on all subcommittee findings and decisions in a timely manner;
- Provide Management Committee requested reports in a timely manner;
- Assist, in a positive and professional manner, to develop and support the implementation of the Club's Strategic Plan with a view to further enhance and develop the Club;
- Work positively and supportively with all members of the Management Committee, Mudjimba SLSC, SLSQ and SLSA to develop harmonious organisational relationships.

COMMITTEES AND REPRESENTATION OF THE POSITION

MANAGEMENT COMMITTEE

EXECUTIVE COMMITTEE

BUILDING COMMITTEE (Chair)

The Building Committee shall comprise the Deputy President and four other elected members who shall act on and investigate matters relative to the Club's buildings and surrounds when so directed by the Club Management Committee. (BY-LAW 6.9)

MEMBERSHIP COMMITTEE (Chair)

Mudjimba Surf Life Saving Club Inc.

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The Membership Committee shall comprise the Deputy President, Vice Club Captain and two (2) other members and shall present all findings to the Management Committee. (BY-LAW 6.11)

KNOWLEDGE AND SKILLS REQUIRED:

- Be a financial member of the Club and hold a current Blue Card;
- Have completed CRYMS for the current season;
- Have a strong commitment and understanding of the activities of Mudjimba Surf Life Saving Club and Surf Lifesaving;
- Have a good understanding of financial statements and administration needs of a Not-for-Profit organisation;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills;
- Have good listening and project management skills;
- Be well informed of the Club's affiliation with Surf Life Saving and its policies and procedures;
- Have a good working knowledge of the Club's Constitution, By-Laws, policies and procedures;
- Have a good knowledge of governance practices, including risk management;
- Good written and verbal communication skills;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

This is a voluntary position and carries no salary or designated hours.