

BY-LAW NO. 12

**SUBJECT: CLUB DIRECTOR AND GENERAL MANAGER
RESPONSIBILITIES AND DUTIES**

COMMENCED: DRAFT - NOVEMBER 2019

**APPROVAL: ENDORSED WITH MINOR EDITING AT SPECIAL GENERAL
MEETING 30 NOVEMBER 2019**

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1. President/Chair

- (a) Principal leader with overall responsibility for the Club's administration and operations. Oversee the annual Board of Management agenda and planning, including the prioritisation of short term and long-term goals and succession planning;
- (b) Member ex-officio of all Club Boards and Committees;
- (c) Preside at all Meetings of the Club and shall exercise his or her authority by generally supervising the affairs of the Club in conjunction with the Board of Management;
- (d) When presiding at a meeting, have a deliberative and a casting vote;
- (e) Have unlimited authority on every question of order, but only to what is equitable and just in the circumstances;
- (f) Represent the Club and its membership at Branch, State or National levels of SLSA;
- (g) Represent the Club in all negotiations with Local, State and Federal Government authorities;
- (h) Ensure planning and budgeting is in accordance with the decisions of the Board of Management and in the interests of the Club membership;
- (i) Ensure appropriate steps are taken to maintain the operational, financial, social and structural viability of the Club;
- (j) Preside on the Recruitment Selection Panel for the appointment the Lifesaving Club's General Manager. The Recruitment Selection Panel will consist of President, Deputy President and Director of Financial and Resources and other parties as chosen by the President;
- (k) Ensure all reasonable action is taken to identify and communicate to Members' threats, challenges and opportunities available to the Club;
- (l) Communicate to Members the opportunities presented and challenges and threats posed to the Club as provided for in the Club Constitution and any By-Laws.

2. Deputy President

The Deputy President shall assist the President and shall deputise for the President in their absence and shall carry out special assignments as directed by the President or Board of Management.

3. General Duties of the Board Director

Each Board Director shall:

- (a) Play an active role in the overall management of the Club as a Member of the Board of Management by attending monthly Board of Management Meetings and reporting in writing all matters associated with their duties and their Board's activities;
- (b) In their absence from a Board of Management meeting, a Director shall ensure that the meeting is attended by their nominee;
- (c) Chair meetings of their Board on a monthly basis, with meetings to be scheduled prior to the monthly Board of Management meetings. In their absence, ensure that the meetings of their Board are chaired by their nominee;
- (d) Ensure regular participation of their Board Members in its activities and monthly meetings;
- (e) Ensure Plenary meetings of their Board Members and Advisors, where applicable, are held at strategic dates in the year;
- (f) Ensure that their Board carries out its various functions as set forth in the Club Constitution and By-Laws;
- (g) In consultation with their Board Members prepare and present to the Director of Finance and Resources by 01 April in each year, a budget covering all financial matters associated with their Board;
- (h) Ensure Board members submit purchase orders prior to committing the Club to expenditure;
- (i) Oversee the Board's agenda and planning, including the prioritisation of short term and long-term goals and succession planning;
- (j) Hold a current Blue Card or Exemption Notice issued by the Queensland Government Agency responsible for Child Safety;
- (k) Have a full understanding of the Association Member Protection Policy and Codes of Conduct;
- (l) Respect confidential information in their role as a Board Member;
- (m) Disclose any actual, potential or perceived conflict of interest between their personal interests and their obligations owed to the Club;
- (n) Adhere to SLSA, SLSQ, Branch and Club policies, rules and regulations, including the acceptance and responsibility for the decisions and actions of the Board of Management;
- (o) Regularly attend Club organised governance forums to maintain their knowledge of the legal duties of a volunteer Office Holder;
- (p) Fulfil their fiduciary obligation to the Club, including the prevention of insolvent trading;
- (q) Report to the President.

4. Director of Administration and Membership / Secretary

- (a) Meet Rule 13.3; and
- (b) Maintain a register of all Members and an up-to-date record of their addresses and contact details;
- (c) Exercise overall responsibility for the provision of opportunities for Members to engage in personal and professional development programs;
- (d) Be responsible for ensuring the general routine administration of the Club;
- (e) Maintain a good working knowledge of the Club Constitution, rules and the duties of all office holders and sub-committees;

- (f) Form a Constitution Review Committee every five (5) years to review the document and By-Laws;
- (g) Play an active role in the overall management of the Club as a Member of the Board of Management;
- (h) Make arrangements including the agenda, venue and date for Club meetings in consultations with the Chair and subsequently advise Members accordingly;
- (i) Collect and collate reports from office bearers as necessary;
- (j) Maintain and present a monthly Action Matrix to the Board of Management;
- (k) Take minutes of meetings and maintain a copy for records;
- (l) Read, reply and file correspondence promptly;
- (m) Ensure notices of all meetings, Board of Management minutes and other significant decisions impacting on the membership are made available to the Members via the Club notice boards, website, emails, social media or by such other means as appropriate;
- (n) Call for and receive nominations for Committees and other positions for the Club Annual General Meeting;
- (o) Prepare and submit the annual budget for the Club's administrative activities to the Board of Management prior to the commencement of the season;
- (p) Collate and arrange for the drafting of the Annual Report to be submitted to the Board for approval at least seven (7) days prior to the Annual General Meeting;
- (q) Maintain files of legal documents such as constitutions, leases and titles;
- (r) Collate and retain the Records and History of the Club in conjunction with the Club Historian and the General Manager and staff;
- (s) Act as the Public Advisor of the Club, liaising with members of the public, affiliated bodies and government agencies;
- (t) Carry out, and where necessary in the case of the General Manager, supervise all duties arising from decisions reached at Annual, General, Board and/or Committee Meetings;
- (u) Undertake all other duties and responsibilities as provided for in the Club Constitution and any By-Laws.

5. Director of Finance and Resources

- (a) Meet Rule 13.3, and
- (b) Act as the Chief Financial Management Advisor for the Club;
- (c) Play an active role in the overall management of the Club as a member of the Board of Management;
- (d) Prepare and monitor the Club's budget for all Boards;
- (e) Prepare and submit a report on Grant applications prepared on the Club's behalf to the Board of Management;
- (f) Liaise with the Grant Advisor on the preparation of all grant applications made by the Club to Local, State, Federal and non-government authorities and organisations;
- (g) Liaise with the Surf Safe Appeal Advisor on the receipt of all monies;
- (h) Maintain the Club's accounting records including receipt of all monies paid to the Club, the issue of receipts for money received and the banking of all money received;

All monies received on behalf of the Club shall be banked within four (4) days of receipt thereof and all payments shall be made by cheque signed by the authorised signatories; or by electronic funds transfer authorised by two (2) of the following three

(3) Officers (President, Director of Administration and Membership or Director of Finance and Resources), or by the use of the Club's Credit Card the use of which is controlled by the General Manager;

- (i) Ensure the timely and accurate payment of all invoices received by the Club;
- (j) Facilitate the annual audit, presenting details to Members at the Annual General Meeting;
- (k) Produce relevant and timely financial reports and submit these to each Board of Management meeting as required;
- (l) Cause the preparation of statutory returns and reports as required, including BAS and IAS;
- (m) Ensure the entity is compliant with financial and reporting obligations under relevant legislation and regulations, including Associations Incorporation Act (1981) and the Charitable and Non-Profit Gaming Act 1999 and various taxation requirements;
- (n) Attend to the payment of wages, superannuation and taxation liabilities for paid employees of the Club;
- (o) Undertake other duties and responsibilities as provided for in the Club Constitution and any By-Laws.

6. Director of Surf Life Saving

- (a) Meet Rule 13.3; and
- (b) Hold the award of Bronze Medallion;
- (c) Be responsible for the conduct and control of all patrols and the Club's compliance with all lifesaving agreements that may be in force from time to time;
- (d) Play an active role in the overall management of the Club as a Member of the Board of Management;
- (e) Schedule patrols and roster patrol duties prior to the commencement of each season so as to ensure the Club meets any requirements of Branch, State or National levels of SLSA;
- (f) Exercise overall responsibility for ensuring all operational lifesaving equipment is well maintained and ready for use at all times;
- (g) Work in consultation with the Chief Training Officer to ensure that all patrolling Members meet the annual Skills Maintenance requirements;
- (h) In conjunction with the Director of Administration and Membership oversee the implementation of development and coordination of programs for U13 to U19 members to facilitate an increasing role and responsibility in patrol activities;
- (i) In conjunction with the Chief Training Officer and the Director Administration and Membership and relevant school personnel, oversee the development and coordination of programs relating to local school students and their integration into lifesaving and competition activities within the Club;
- (j) Be a Member of the Branch Board of Surf Life Saving and report outcomes to their Board, and where relevant to the Board of Management;
- (k) Maintain a record of Members' performances while on patrol, including communication with Members who miss patrols to ensure they comply with any obligations arising under Patrol Rules;
- (l) Present regular reports to the Board of Management meetings, including details of where Members fail to complete their patrol duties satisfactorily and the consequential actions taken;
- (m) Carry out other duties and responsibilities as provided for in the Club Constitution and any By-Laws.

7. Director of Surf Sports

- (a) Meet Rule 13.3; and
- (b) Be responsible for the oversight of the Club's competition and training programs including the organisation and discipline of all competitors and teams who represent the Club in competition;
- (c) Play an active role in the overall management of the Club as a Member of the Board of Management;
- (d) Ensure sectional advisors have in place a structured coaching, training and skills development program for the competitors in their area, including the design of training programs for individual competitors;
- (e) In conjunction with Team Managers, ensure the Club's competition Member list is up-to-date and ensure Members are aware of carnival dates, and procedures at Interclub, Branch, State and National levels (including entry procedures and closing dates);
- (f) Ensure Team Managers and Sectional Advisors liaise with Board of Junior Activities and individual Junior Activity Members;
- (g) In conjunction with the Director of Administration and Membership oversee the implementation of development and coordination of programs for U13 to U19 members to facilitate an increasing role and responsibility in patrol activities;
- (h) Liaise with Team Managers to ensure any protests at carnivals are dealt with in an efficient and appropriate manner;
- (i) Liaise with Sectional Advisors on upcoming events/issues;
- (j) Each year allocate responsibility for tasks associated with carnival competition including transport of gear and equipment, accommodation and travel arrangements, touring team managers, team selectors and such other competitor support personnel considered appropriate by the Director;
- (k) Carry out other duties and responsibilities as provided for in the Club Constitution and any By-Laws.

8. Director of Marketing and Promotions

- (a) Meet Rule 13.3; and
- (b) Be responsible for the marketing of the Club to sponsors and potential sponsors;
- (c) Play an active role in the overall management of the Club as a Member of the Board of Management;
- (d) Liaise with other Members of the Board of Management to formulate a fundraising calendar for the upcoming season and present to the Board of Management for approval by 31 October;
- (e) Formulate and submit for approval by the Board of Management annual sponsorship targets;
- (f) Develop and implement marketing and sponsorship strategies which highlight the strengths of the Club and its membership to sponsors and potential sponsors with a view to meeting any sponsorship targets approved by the Board of Management;
- (g) Conduct all relevant negotiations and discussions with sponsors and potential sponsors of the Club;
- (h) Oversee and coordinate the development of all marketing and sponsorship brochures, pamphlets, flyers and other material, in both written and electronic form, to be used by the Club to attract new sponsors and retain existing sponsors;
- (i) Carry out other duties and responsibilities as provided for in the Club Constitution and any By-Laws.

9. Director of Junior Activities

- (a) Meet Rule 13.3; and
- (b) Provide leadership to the Junior Activities section of the Club;
- (c) Play an active role in the overall management of the Club as a Member of the Board of Management;
- (d) Liaise with other Members of the Board of Management to ensure the practices and procedures utilised to coordinate Junior Activities in the areas of administration and Member development, training and education, water safety, and skill development for lifesaving and competition are as closely aligned as practicable across both the Senior and Junior areas of the Club;
- (e) Act as the primary conduit for the exchange of information between Members of the Board of Junior Activities and the Board of Management;
- (f) Be responsible for the conduct and co-ordination of all matters relating to Junior Activity members on their training day;
- (g) In conjunction with the Director of Surf Life Saving and Chief Training Officer provide for Junior Members, an education experience in a wide range of subjects and skills within the aquatic/marine environment;
- (h) Prepare Junior Members (Nippers) for their eventual transition to the marine and patrol environment of Surf Life Saving;
- (i) Carry out other duties and responsibilities as provided for in the Club Constitution and any By-Laws.

10. Paid Positions

- (a) Any paid staff approved by the Board of Management shall not be regarded as Officers of the Club;
- (b) Paid staff of the Club are not permitted to hold the position of Officer, or any other elected or appointed position of the Club;
- (c) Duty statements for paid staff shall be as approved by the Board of Management from time-to-time and be subject to formal written agreements between the Club and the person appointed to the paid position;
- (d) The Paid Staff Review Committee shall recommend the appropriate terms and conditions for each employment contract and each employment contract shall remain confidential.

11. General Manager Position

The General Manager is a paid position and the duties of the role include:

- (a) Carrying out and implementing all decisions of Club Council Meetings, the Board of Management and within the scope of such decisions use his or her best endeavours to further the policies of the Club and the advancement of Surf Life Saving, particularly as it relates to the ocean beach at Maroochydore;
- (b) Control and direct the activities of any staff employed by the Club;
- (c) Attend to appropriate insurance and security on the Club's property;
- (d) Cultivate and maintain close liaison with the Branch and State Centre;
- (e) In conjunction with any Board or Committee, submit to the relevant Government Authority any necessary application for permits required;

- (f) Liaise with all Board and Committee Chairs, as required, in their respective areas of responsibility. In conjunction with:
 - i. Board of Finance and Resources, prepare monthly financial reports for review by each Board;
 - ii. Board of Marketing and Promotion, maintain good relations with the print and visual Media and ensure the Club receives maximum promotional exposure in all areas of the community;
 - iii. Director of Administration and Membership provide resources to assist in the production of Club's communications.
- (g) Maintain a yearly planner of Club events;
- (h) With the Carnival Organiser, carry out the administrative duties associated with the carnivals conducted at Maroochydore Beach;
- (i) Finally, the General Manager shall submit a written Report to each Board of Management meeting concerning the abovementioned duties.

12. Duty Statements

Duty Statements for paid positions shall be as approved by the Board of Management from time-to-time and be subject to formal written agreements between the Club and the person appointed to the paid position.