



MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Executive Positions

Key Responsibilities of Minnie Water-Wooli Surf Life Saving Club

- **Accountability:** Our club is committed to ensuring that we meet all our obligations, manage our finances responsibly, and operate with full transparency. This includes regular financial reporting, audits, and open communication with our members and stakeholders to maintain trust and credibility.
- **Advocacy:** We actively represent the interests of our club to the community, our members, and other stakeholders. Through advocacy, we aim to raise awareness of our mission, promote the importance of surf lifesaving, and strengthen our community ties.
- **Compliance:** We ensure that our operations adhere to our Constitution and all relevant laws. Compliance is crucial across all areas, from our core lifesaving services and training programs to administrative functions and governance.
- **Resourcing:** Securing funding and other resources is vital to support our club's work. We pursue grants, sponsorships, fundraising initiatives, and community support to ensure we have the necessary resources to fulfill our mission and sustain our operations.
- **Strategy:** We are in the process of setting long-term goals and strategic plans to guide our club's direction. This effort includes aligning our activities with our charitable purpose, adapting to emerging challenges, and continuously improving our services to benefit our members and the wider community.

Our commitment to SLSNSW:

Our club is dedicated to the mission of Surf Life Saving New South Wales (SLSNSW), which is to save lives, create great Australians, and help build better communities within NSW. We provide vital lifesaving services to the public visiting our beaches and, when called upon, respond to incidents in collaboration with police and other emergency services.

In alignment with SLSNSW, our club offers aquatic rescue, emergency care, vocational education, and beach management training to our members. We also can engage in community education programs, surf sports, junior development programs, and provide facilities for community use.

Our role extends beyond lifesaving services; we support SLSNSW by offering our equipment and facilities for professional lifeguard services and providing water safety at various events. The feedback and contributions from our members help shape the future of Surf Life Saving, advancing our movement on both national and global stages.

Compliance with ACNC:

As a registered entity with the Australian Charities and Not-for-profits Commission (ACNC), we are committed to transparency, accountability, and fulfilling our charitable purposes. Our compliance with ACNC regulations ensures we maintain the trust of our members, donors, and the wider community.



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Position	Location	Position Description Completed
Club President	Minnie Water-Wooli Surf Life Saving Club	01 July 2024
SLS Branch Authority		SLSNSW Authority
Branch President / Director of Administration		SLSNSW Staff

PURPOSE STATEMENT

Club Presidents act as principal leaders within a surf lifesaving club. They are responsible for overseeing and facilitating all areas and operations of a club and voice their SLS members' views at appropriate forums.

ROLE & RESPONSIBILITIES

All Club Presidents will:

- Act as a facilitator for Club activities and voice members views at appropriate forums
- Act as the principal leader with overall responsibility for the Club's administration
- Be responsible for Club planning, including succession and business planning
- Engage sponsors and supporters
- Ensure all Club activities are carried out within the laws of NSW
- Ensure all rules and regulations of the Club are upheld
- Ensure financial, social and structural viability of the Club is established and maintained
- Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- Facilitate meetings, including committee, executive and annual general meeting
- Identify and communicate to members opportunities available at Club, branch, state and national levels
- Introduce the Club Management Plan and ongoing review and management of this plan
- Represent the Surf Club appropriately at local, regional, state and national levels
- Set the overall committee agenda and help the committee prioritise its goals and ensure office bearers work within this framework
- Induct and support club management team members into their position and support them in their role

ROLE ENTRY REQUIREMENTS

- Be a current, active financial member of SLSNSW Club or service.
- Current Bronze Medallion or Silver Beach Management
- Working with Children Check (or willing to obtain)
- Completed SLS Safer Surf Clubs and Safeguarding Online awareness training

KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes
- Exposure to potentially traumatic incidents, material, and potentially traumatised people
- Managing expectations and resolving conflicts
- Volunteering flexibly and travelling to attend sites after hours and on weekends as required
- Succession planning



**SURF LIFE SAVING
NEW SOUTH WALES**



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PRESIDENT SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
• Ability to manage own workload and conflicting priorities while consistently adhering to SLSNSW protocols • Ability to respond promptly and appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately to meet timeline • Clear communication skills • High problem-solving ability: analysing available information and choosing the optimal solution • Leadership and business management skills • Basic computer skills	• Knowledge of SLS constitutions, regulations, policies, guidelines and procedures • Knowledge of NSW legislation • Knowledge of local, state and national strategic and business plans available and referring individuals where necessary • Knowledge of SLS organisational governance • Self-awareness in relation to their level of competence and any limitations. • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations.
PREFERRED QUALIFICATIONS OR EXPERIENCE	
• Tertiary qualification in leadership and management • Tertiary qualification in business management • Tertiary qualification in project management • Tertiary qualification in business administration	• Business owner • Management experience • SLS Committee Chairperson
PERSONAL CHARACTERISTICS	
• Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills	• Integrity • Organised • Professional yet affable • Resilient • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
• SLSNSW Members • Branch Presidents • Branch Administrators • SLS Club Safety Officer • SLS Club Member Protection Information Officer • SLS Club Sponsors	• SLSNSW Member Welfare Officer • SLS Club Complaints Officer • Members of the Club Management Team • SLSNSW Development Team • Previous and other current holders of the role • Government Officials