



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
Director of Administration	Minnie Water-Wooli Surf Life Saving Club	01 JULY 2024
SLS Branch Authority		SLSNSW Authority
Branch Director of Administration / Administration Officer (North Branch)		SLSNSW Club Services Manager
PURPOSE STATEMENT		
Club Administrators are responsible for the day-to-day administration of a club and may closely support the president to ensure effective running of a club.		
ROLE & RESPONSIBILITIES		
All Club Administrators will: • Call for and receive nominations for committees and other positions for the club Annual General Meeting (AGM) • Collate and arrange printing of the annual report • Collect and collate reports from Club Management Teams • Coordinate annual presentations and awards • Support delivery of relevant sections of the club management strategic plan • Ensure circulation of minutes to committee members within 7 working days to the next meeting • Ensure that the Public officer of the club carries out their duties and assist them where needed • Maintain data entry SurfGuard and ensure records are current • Maintain files, including (but not limited to) legal documents, constitutions, leases and title • Maintain newsletters • Plan for club meetings including agenda, venue, date, etc, in consultations with the Chairperson and advise members accordingly • Perform the general routine administration of the club • Provide a copy of all major correspondence in and out to the monthly meetings • Receive, record, read, reply and file correspondence promptly • Support the Club Management Team with Annual Club Compliance • Take minutes of meetings and maintain a copy for records Depending on their skills, experience and availability, some Club Administrators will also: • Work with Club Management Team to support day to day administration tasks across portfolios		
ROLE ENTRY REQUIREMENTS		
• Be a current, financial member of SLSNSW Club or service • Working with Children Check (or willing to obtain) • Working knowledge of Microsoft Office		
KEY CHALLENGES IN THE ROLE		
• Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes • Time management while responding to clubs' visitors that drop in • Prioritising of conflicting tasks • Succession planning		



**SURF LIFE SAVING
NEW SOUTH WALES**



Executive Positions

DIRECTOR OF ADMINISTRATION SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
• Ability to manage own workload, consistently adhering to SLSNSW protocols • Ability to respond 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 • Basic computer skills • Clear communication skills	• Knowledge of relevant local, state and national policies, guidelines and procedures available. • Microsoft Office • Self-awareness in relation to their level of competence and any limitations. • SurfGuard • 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	
• Previous administration or reception experience	
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-awareness – insight into competence • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
• SLSNSW Members • Club and Branch Presidents • SLS Club Secretary • SLS Club Captain	• SLS Club Management Team members • SLS Junior Activities Chair • SLSNSW Branch and SLSNSW authorities • Previous and other current holders of the role