



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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Executive Positions

Position	Location	Position Description Completed
Director of Finance	Minnie Water-Wooli Surf Life Saving Club	01 JULY 2024
SLS Branch Authority		SLSNSW Authority
NC Director of Finance		SLSNSW State Director of Finance

PURPOSE STATEMENT

The club treasurer is responsible for ensuring correct financial management and reporting is adhered to within the surf club accounts.

ROLE & RESPONSIBILITIES

A Club Treasurer will:

- Collate and consolidate the area/divisional budgets into an overall club budget
- Drive the club management team members to prepare annual budgets with assumptions for their respective areas
- Liaise with club administrator to ensure the entity is compliant with relevant legislation and regulations, particularly the various taxation requirements within the Associations Incorporation Act NSW (2009 No 7) and the Charitable Fundraising Act (1991 No 69) and requirements of the Australian Charities and Not-for-profits Commission (ACNC) requirements
- Liaise with club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting (AGM)
- Maintain the surf club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- Monitor the actual v budget results monthly
- Monthly preparation of bank reconciliation and profit and loss comparing actual to budget
- Prepare statutory returns and reports as required, specifically Activity Statement for the Australian Tax Office (ATO)
- Produce relevant and timely financial reports and submit these to club managements team members as required and ensure they are understood
- Seek explanations for material variation >10% so the club management team can be advised

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of SLSNSW Club or service
- Completed SLS Safer Surf Clubs and Safeguarding Online awareness training
- Working with Children Check (or willing to obtain)

KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes
- Managing expectations and resolving conflicts
- Succession planning
- Volunteering flexibly and travelling to attend sites after hours and on weekends as required.



**SURF LIFE SAVING
NEW SOUTH WALES**



Executive Positions

DIRECTOR OF FINANCE SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
• Ability to keep accurate up-to-date records • 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 to meet timeline • Able to work in a logical orderly manner • Basic computer skills • Clear communication skills • Excel and MYOB (or like) • High problem-solving ability • Leadership and business management skills • Time management skills	• Information needed for the annual club audits • How to have two club management team members authorise Cheques and EFTs • How to authorise payment/cheque requisitions and purchase orders with supporting documentation • Knowledge of local, state and national strategic and business plans available and referring individuals where necessary • Knowledge of NSW legislation • Knowledge of SLS organisational governance constitutions, regulations, policies, guidelines and procedures • 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 the need for proper controls and governance over club finances i.e.
PREFERRED QUALIFICATIONS OR EXPERIENCE	
• Tertiary qualification in accounting • Tertiary qualification in finance • Tertiary qualification in business management • Tertiary qualification in business administration	• Business owner • Management experience • SLS committee chairperson • Prior bookkeeping experience • Prior experience in the preparation of bank reconciliations, balance sheet and profit and loss statements
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	
• Australian Charities and Not-for-profits Commission • Branch Administrators • Branch Presidents • Members of the Club Management Team	• NSW Dept of Fair Trading • SLS Club President • SLSNSW Development Team • SLSNSW Members