



# MOOLOOLABA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title: Junior Activities Vice Chairperson**

**Reporting To: Junior Activities Committee**

**Financial Delegation: Nil (Junior Activities Chairperson to approve)**

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

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### Purpose of the Position

The Deputy Chairperson will assume the role of the Junior Activities Officer and Chairperson when that member is absent from normal duties and therefore will need to closely match all requirements of the position description for that role.

The Deputy Chairperson must therefore be able to provide strategic guidance and leadership in support of the functions of the Junior Activities of the club including providing assistance to other officers and members of the Junior Activities Committee in relation to their roles including ensuring the club strictly adheres to the Child and Youth Risk Management Strategy.

The position is to ensure Junior Activities operates in a professional and responsible manner; to ensure the corporate governance and constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Sunshine Coast Branch and the junior members of Mooloolaba Surf Life Saving Club.

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### Pre-requisites

To nominate for the position of Junior Activities Vice Chairperson you must:

- Be a current financial member of the Club and an active Club member for a period of not less than three years;
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the Criminal Law (Rehabilitation of Offenders) Act 1986;
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the Bankruptcy Act 1966 or corresponding law of another external territory;
- Be eligible to hold a clearance for working with children in accordance with the Working with Children (Risk Management and Screening) Act 2000 (or be exempt);
- Have served on at least on a Junior Activities Committee for a period of not less than two years;
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a strong commitment to the ideals of surf lifesaving;

- Have experience and or proven ability to fill a leadership role in a not-for-profit volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public;
- Have knowledge of modern governance practices (including risk management);
- Have knowledge of the statutory requirements of surf lifesaving and contemporary issues affecting the organisation;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills;
- Have good listening and project management skills; and
- Have a complete understanding of the Constitution; By-Laws; Policies and Procedures and the Codes of Conduct.

### **Objectives of the Junior Activities Vice Chairperson**

- Motivate the Junior Activities Committee to maintain a positive, modern, forward- thinking approach to the growth and development of the Junior activities section of Mooloolaba Surf Life Saving Club, through the implementation of good quality governance, observe the Constitution; By-Laws; and Policies and Procedures;
- As the deputy leader, represent the Mooloolaba Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- As the deputy leader of the Junior Activities Committee , ensure a high standard of volunteer management practices are maintained particularly the strict observance of the Child and Youth Risk Management Strategy of SLSQ and SLISA;
- Ensure the Junior Activities section of Mooloolaba Surf Life Saving Club is working towards the mission and vision of the Strategic Plan and implementing the Operational Plan in accordance with the Constitution; By-Laws; and Policies and Procedures; and
- Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgement.

### **Responsibilities and duties**

By nominating for the position of Junior Activities Vice Chairperson of Mooloolaba Surf Life Saving Club Junior Activities, you are giving an undertaking to the members of the club that you will commit to the following standards:

- Assist with conduct and co-ordination of all matters relating to Junior Activities;
- Attend nominated meetings on behalf of the Junior Activities section;
- Strive to move the Junior Activities section forward in a positive and professional manner;
- Develop and support the implementation of the Club's Strategic Plan with a view to further enhance and develop the long term strategic blueprint for the Club's future;
- Work positively and supportively with SLISA, SLSQ and SSCB to develop harmonious organisational relationships.
- In conjunction with the Junior Activities Chairperson, Club Captain and Chief Training Officer, provide for junior members an education experience in a wide range of subjects and skills within the aquatic/marine environment;
- Assist in preparing Junior Members (Nippers) for their eventual transition to the marine and patrol environment of surf lifesaving; and
- Assist in ensuring all officers and junior members and parents and guardians abide by the Child and Youth Risk Management Strategy and the Codes of Conduct.

## **Junior Activities Committee**

As the Vice Chairperson you may be required to chair meetings of the Club Junior Activities Committee meetings, when the Chairperson is not available to do so. You will need to assist in managing and developing the operational effectiveness of the Junior Activities section of Mooloolaba Surf Life Saving Club and must have a high skill level in the areas identified within the role description for the Chairperson.

### **Administration**

- Develop a strong working relationship with the Junior Activities Chairperson, President, the Supporters Club Manager, the Club Administrator, the Club Secretary and the Club Treasurer to maintain an effective corporate business structure within the club.

### **Qualifications**

- No formal qualifications are required; however, tertiary management related qualifications would be a definite advantage or a strong working management background.

### **Skills and Experience**

- Minimum five years general administration / management experience; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

### **Personal Qualities**

- Good written and verbal communication skills;
- Ability to work with others;
- Ability to lead others to achieve goals and outcomes;
- Neat and tidy presentation;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

### **Relationships**

1. Junior Activities Chairperson
2. President
3. Junior Activities Secretary
4. Junior Activities Treasurer
5. Club Captain
6. Nipper & Surf Sports Administration Officer
7. Junior Activities Registrar
8. Age Managers

### **Re-election Period**

Annually at the Nipper AGM and endorsed at the Club's AGM.