



MOOLOOLABA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Vice Chairperson Fundraising/Social

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

Purpose of the Position

The Junior Activities Vice Chairperson Fundraising provides assistance to the Junior Activities Committee in coordinating and identifying fundraising opportunities for the Junior Activities section of the Club. Takes an active role in meeting the income targets for the Junior Activities Committee budget. Coordinates the social activities of the club.

Pre-requisites

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

- Be a current financial member of the Club and have been a member for a minimum of 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; and
- 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).
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a complete understanding of the Codes of Conduct;
- Assist in ensuring the 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 Club's Constitution; By-Laws; and Policies and Procedures Manual;
- Have a strong commitment to the ideals of Surf Lifesaving; and
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.

Objectives of the Junior Activities Vice Chairperson Fundraising

- To raise sufficient funds to assist the Junior Activities meet their budget requirements;
- Coordinate social activities suitable for the Junior Activities section of the Club.

Responsibilities and duties

- Be responsible and coordinate the approved fundraising activities for the Junior Activities section;
- Identify opportunities for raising money on behalf of the Junior Activities section of the Club;
- Coordinating fundraising activities, ensuring maximum involvement of Junior Activities members;
- Educating Junior Activities Members of the need and importance of fundraising to the whole Club;
- Assisting all areas of the Club with fundraising activities;
- Provide a monthly report to the Junior Activities Committee regarding fundraising activities;
- Oversee Junior Activities functions including but not limited to Christmas break up, end of season break up and presentation events; and
- Be a member of the Club's Fundraising Sub-Committee (or liaise with the Club's Management Committee) to ensure fundraising and social events schedules for the club do not clash.

Skills and Experience

- Good verbal and written expression;
- Innovative thinker;
- Minimum three (3) years general life saving involvement; and
- Experience working in a volunteer organisation, preferably with surf lifesaving

Personal Qualities

- Good written and verbal communication skills;
- Ability to work with others;
- 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. Club Secretary
3. Junior Activities Vice Chairperson
4. Nipper & Surf Sports Administration Officer
5. Fundraising Committee

Re-election Period

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