



DIRECTOR OF ADMINISTRATION

Reports to: President and Club Executive

Functional Relationships: All Committee Members

External Relationships: SLS SNB
SLS NSW

Key Responsibilities: Receive, disseminate and record all correspondence relating to South Narrabeen SLSC in a timely manner, paying close attention to any closing deadlines. Circulate relevant information to all members. Be responsible for the correspondence of the club committee and subcommittees. Prepare and maintain records of correspondence, agendas, minutes and notices of motions for club meetings and sub-committee meetings. Maintain files including (but not limited to) legal documents, constitutions, leases and titles. Must submit an annual report to the club on area of management prior to the Annual General Meeting. Ensure the committee regularly updates / reviews the club constitution, policies and rules to ensure currency. Maintain a correspondence link between South Narrabeen SLSC and Surf Life Saving Sydney Northern Beaches and Surf Life Saving New South Wales. Work with the Registrar to maintain a database of all adult club members who are required to have a current 'Working With Children Check' and assist the Department of Justice with any queries

Desirable Attributes:

- Well informed of the organisations activities
- Internet capable
- Maintain effective and efficient administration
- Possess excellent time management skills
- Pro-active, motivated and focused
- Sound communication skills
- Able to organise and delegate tasks
- Has a good working knowledge of the club constitution, policies and duties of all elected office bearers and sub-committees.

Meetings: Committee Meetings – Second Tuesday of each month
Sub-Committee Meetings – as scheduled

Budget Support: Phone costs reimbursed for all club related calls

The Director of Administration is elected at the AGM for a two (2) year term each year of an even number
