



## INDEPENDENT DIRECTOR MEMBER SERVICES

**Reports to:** Club President

**Functional Relationships:** All Committee Members

**External Relationships:** SLS SNB  
SLS NSW

**Key Responsibilities:** Membership (recruitment, retention, member welfare)  
Member Development (junior surf life saving, leadership development)  
Member recognition (internal and external)  
Organisational Development (structure, governance and compliance)  
Club website and newsletter

**Desirable Attributes:**

- Word and excel capabilities
- Internet capable
- Report writing skills
- Leadership qualities
- Pro-active, motivated and focused
- Sound communication skills
- Approachable and reliable
- Understanding of SLS administration

**Statement of Duties:**

**1. Operational Roles**

- Collation and circulation of fortnightly update and Club newsletter
- Update Club social media (Facebook) and website
- Organisation of Surf Club Open Day (SLS NSW)
- Organisation of Club Sponsors and Honours event
- Club awards, SLS SNB awards, SLS NSW awards, SLSCA recognition awards
- Identify and recruit members to develop at Branch, State and National level
- Quality Club Program

**Meetings:** Committee Meetings – Second Tuesday of each month

**Budget Support:** Phone costs reimbursed for all club related calls

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

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