



## PRESIDENT

**Reports to:** Club Executive

**Functional Relationships:** All Committee Members

**External Relationships:** SLS SNB  
SLS NSW

**Key Responsibilities:**

- Act as the principal leader with overall responsibility for the Club's administration
- Chairing Club Committee and Executive Meetings
- Work with the Committee to prioritise its goals and ensure office bearers work within this framework
- Facilitate meetings (committee, executive and AGM)
- Represent the Surf Club appropriately at local, regional, state and national levels
- Act as a facilitator for Club activities and voice members views at appropriate forums
- Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- Ensure all rules and regulations of the Club are upheld
- Engage sponsors and supporters
- Ensure financial, social and structural viability of the Club is established and maintained
- Identify and communicate to members opportunities available at Club, branch, state and national levels
- Be responsible for Club planning, including succession and business planning
- Ensure all Club activities are carried out within the laws of NSW
- Introduce the Club Management Plan and ongoing review and management of this plan

**Desirable Attributes:**

- Well informed of the organisations activities
- Internet capable
- Maintain effective and efficient administration
- Maintain a policy of loyalty to the Surf Club and its activities whilst maintaining confidentiality and respect towards members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Pro-active, motivated and focused
- Sound communication skills
- Leadership qualities
- Approachable and reliable
- Understanding of SLS administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Aware of future directions and plans of members
- Must be a supportive leader
- Have a good knowledge of and ensure the Club works within the OLGR Best Practice Guidelines



**Meetings:** Committee Meetings – Second Tuesday of each month  
Branch BOM Meetings – First Tuesday of each month  
Ex-officio on each Club Sub-Committee and attend as required

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

The Club President is elected at the AGM for a two (2) year term each year of an odd number

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