



**DICKY BEACH SUPPORTERS' CLUB INC.
POSITION DESCRIPTION
SECRETARY**

Position: Secretary – Approved 16 November 2022

Reporting to: Dicky Beach Supporters Club Inc

Salary: Voluntary

Hours: Non - Designated

**Location: Dicky Beach Surf Life Saving Club
1a Coochin Street,
Dicky Beach, Qld. 4551**

Purpose of the position

The Secretary provides strategic guidance and leadership support for all designated functions of the Supporters Club, ensuring optimal growth, profitability and sustainability whilst maintaining corporate governance excellence.

The primary focus is to ensure the governance, legal liquor licensing and gaming requirements are in a professional and corporate manner, all processes are operating effectively and profitable to support the vision and mission statements, with effective leadership, strategy and operational effectiveness to achieve long term sustainability of the Dicky Beach Supporters Club.

Pre-requisites

To nominate for the position of Secretary of Dicky Beach Supporters Club you must:

- Be a current financial member of the Dicky Beach Surf Life Saving Club and appointed per CI 15.1 of Dicky Beach Supporters Club Inc Constitution August 2020.
- Have a full understanding of the Dicky Beach Supporters Club Inc. Constitution and By-Laws.
- All directors are bound by the Corporations Act 2001 (Cth)
- Significant business management experience.
- Must be over 18 years old.
- To act for a proper purpose, to act in good faith and to act with care and diligence.
- Have previously held a Management Committee position role on the Dicky Beach Supporters Club for a minimum period of 12 months.
- Must not have any current negative judicial findings recorded against you in the SLSA Life Saving Club.
- Have a strong commitment to the ideals of Surf Life Saving.
- Have experience and/or proven ability to fill a leadership role in a not-for-profit, community club or 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 policy practices, including business strategy and risk management.
- Have knowledge of the legal requirements of Liquor Licensing and Gaming.
- Have knowledge and experience in corporate business management or business ownership.



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- Have a high standard of oral communication, interpersonal skills, and effective time management skills.
- Committed to the purpose for which the Supporters Club has been established and operates, and its on-going success. Participate in the Committees, visitation, and events schedule.

Objectives of the Secretary

- Support the generation of profitable revenue funds to maintain a positive, modern, forward-thinking approach, growth development and sustainability to the Dicky Beach Supporters Club, through the implementation of modern governance, a modern constitution and updated policies and procedures.
- As the Secretary, represent the Dicky Beach Supporters Club in a professional, positive, and appropriate manner in accordance with each situation.
- Ensure a high standard of management practices are maintained, oversee the facilitation of meeting Agendas, Minutes, Documentation and Nominations of all the Management Committee meetings.
- Ensure and maintain all document control and signatory requirements with the General Manager and General Manager.
- Act as the Public Officer of the Dicky Beach Supporters Club to affiliated and government bodies, working towards the vision and mission of the strategic plan and implementing the operational plan in accordance with the Supporters Club's policies and procedures.
- Facilitate and encourage positive, effective, and efficient decision-making processes based on sound information and clear judgment.

Responsibilities & Duties

General Commitment

By nominating for the position of Secretary of Dicky Beach Supporters Club you are giving an undertaking to the members of the Supporters Club that you will commit to the following standards:

- Provide Leadership within the Supporters Club, including strategic guidance for all Management Committee Members and Supporters Club members.
- Liaise with the committee members to create a dynamic environment that supports and encourages members to frequent and support the Supporters Club.
- Undertake to provide open discussion and accountable activeness within meetings.
- Committee Members should achieve a 75% attendance record of the yearly scheduled calendar Management Committee meetings (either in person or where approved by electronic methods) and will be a reported accountability KPI.
- Strive to drive the Supporters Club forward in a positive and professional manner.
- Develop and support the implementation of the strategic goals with a view to further enhance and develop the long-term strategic blueprint for the Supporters Club's future.
- Work positively and supportively to develop harmonious organisational relationships.
- Represent the collective interests of Supporters members to the best of your abilities.
- Comply with the Constitution and By-Laws or rules, codes, policies, and guidelines.



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- Oversee the affairs of the Supporters Club with care and diligence.
- Engage in strategic planning and financial monitoring to ensure ongoing viability of the Supporters Club.
- Commit your time and expertise to the promotion of the Supporters Club objectives and activities.
- Make decisions based on sound business principles, research, and analysis.
- Seek and receive open independent or professional advice on all complex matters.
- Maintain confidentiality of discussions and deliberations.
- Respect the role of the General Manager to run the Club on a day-to-day basis without interference.
- Liaise with the General Manager in one voice and any employee, member, or volunteer
- Seek ongoing assurance from the General Manager on operational matters, including legislative compliance.
- Ensure governance and operational risks are assessed, minimised, and managed on an ongoing basis (RAMP).
- Be accountable, transparent and ethical in your actions, decisions and decision-making processes.
- Declare all conflicts of interests and/or gifts or gratuities to you as a Management Committee Member.
- Promote an organisational culture that encourages care, diligence, compliance, and cooperation.
- Interact with all parties with honesty and integrity and with basic courtesies.
- Fulfil your obligations to statutory or regulatory authorities.
- Adhere to prevailing community standards and show sensitivity to members' needs.
- Abide by the SLSQ Code of Conduct for Members

Qualifications

No formal qualifications required; however, Executive Management or Business Management or Office Management related qualifications are preferred.

Skills & Experience

- Minimum five (5) years general Life Saving involvement.
- Experience with business strategy and financial statement performance results.
- An understanding in best practice governance and compliance.
- Experience in business, including community clubs, and customer service, at a management level.
- Recent experience within a community club organisation. (Preferably in Surf Life Saving).

Personal qualities

- Good written and verbal communication skills.
- Ability to work with others.
- Neat and tidy presentation.



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- Ability to prioritise tasks, time manage and handle multiple job workloads.
- Attention to detail.
- Ability to adapt to a changing environment.
- Be open minded and subjective.

Re-Election

Re-Election period: Every 1 Year at the AGM.

NOMINEE'S
SIGNATURE _____ DATE _____

CHAIRPERSON'S
SIGNATURE _____ DATE _____