

Position Description – DIRECTOR OF ADMINISTRATION

Position Objective:	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Anglesea Surf Life Saving Club, the role of the Director of Administration is to coordinate all functions in the provision of the Administration Services to ensure that all administration and support services are provided effectively within the standards set in establishing the objectives.
Responsible To:	The Executive Club Members
Reporting Positions:	Club History Officer Shop Coordinator Club Administration Coordinator (Employed position) Club Administration Officer (Employed position)
Financial Authority:	In accord with the Club Expenditure Policy and Club Procurement Policy.
Functions:	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Anglesea Surf Live Saving Club. 2. Co-ordinate all functions associated with the provision of administration and related services. 3. Manage the activities of the Clubs Administration Coordinator and Officer 4. Review and implement any directives provided by LSV and SLSA. 5. Provide Club Executive with details of operation. 6. Be responsible for the timely production of the Club's Annual Report. 7. Co-ordinate, through the Shop Coordinator, sales and marketing of Club merchandise. 8. Monitor and manage the clubs liquor licensing obligations. 9. Manage the Club Information Technology Systems and telephones, including computers, internet, WIFI and electronic archive/knowledge management). 10. Attend Information Technology Advisory Committee meetings. 11. Attend Governance Advisory Committee meetings. 12. Manage the Club Membership application/registration/renewals and payments. 13. Oversee the recording and maintaining of Surfguard of member activities and development (patrols hours and achievement of awards). Provision of membership profile/trends for the board on a bi-monthly basis. 14. Maintain a register of Club risks and report to Board bi-monthly. 15. Maintain a register of Club contracts and commitments, and review annually. 16. Maintain a register of Club Policies and facilitate review of these annually. 17. Fulfil responsibilities as contained within the ASLSC Risk Management Policy & Procedure. 18. Review and facilitate the update of club policies annually, considering SLSA, LSV, relevant legislation and operational needs. 19. Arrange for the provision of legal and insurance services. 20. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively. 21. Act generally in the best interests of the Club.