

Position Description – VICE PRESIDENT - Operations

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 Vice President – Operations is the delegate President with regards to the operations of the Association with a focus upon the portfolios of Finance, Marketing, Facilities and Administration.
Responsible To:	The Executive Club Members
Reporting Positions:	As delegate of the President: Director of Finance Director of Marketing Director of Facilities Director of Administration
Financial Authority:	As delegated of the President, approve any expenditure (in consultation with the Director - Finance) and in accord with the Club Expenditure Policy.
Functions:	<ol style="list-style-type: none"> 1. Fulfil the obligations of a Director of Anglesea Surf Live Saving Club. 2. Together with the President provide leadership and direction in all Club activities and manage the ongoing operation of the Club in conjunction with the Executive listed above. 3. Together with the President represent the Club at local community level, LSV meetings, SLSA forums and any other formal functions as required. 4. Assist the President to monitor the Club's operation by way of effective reporting by club officials. Evaluate the completion of designated tasks by Club officials and instigate corrective action where necessary. 5. Chair meetings of the Board and Committee in the absence of the President. 6. Assist the President to develop a Strategic Plan for the Club in accordance with the Club's objectives, initiate a program for the implementation of the Plan. 7. In the absence of the President act as a spokesperson on all matters generally affecting the Club. 8. Act generally in the best interests of the Club.