



# President Position Description

Position	Location	Position Description Completed
Club President	Camden Haven Surf Life Saving Club	10 June 2025
SLS Branch Authority		SLSNSW Authority
Branch President / Director of Administration		SLSNSW Staff

## PURPOSE STATEMENT

Club Presidents act as principal leaders within a surf lifesaving club. They are responsible for overseeing and facilitating all areas and operations of a club, as well as voicing the views of their SLS members at appropriate forums.

## ROLE AND RESPONSIBILITIES

### All Club Presidents will:

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

## ROLE ENTRY REQUIREMENTS

- Be a current, financial member of SLSNSW Club or service.
- Working with Children Check (or willing to obtain)
- Completed SLS Safer Surf Clubs and Safeguarding Online awareness training

### KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes
- Exposure to potentially traumatic incidents, material, and potentially traumatised people
- Managing expectations and resolving conflicts
- Volunteering flexibly and travelling to attend sites after hours and on weekends as required
- Succession planning

### SELECTION CRITERIA

ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
<ul style="list-style-type: none"> <li>• Ability to manage own workload and conflicting priorities while consistently adhering to SLSNSW protocols</li> <li>• Ability to respond promptly and appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport</li> <li>• Ability to seek assistance and support when required</li> <li>• Ability to work in a high-pressure environment</li> <li>• Ability to work within a team and delegate tasks appropriately to meet timeline</li> <li>• Clear communication skills</li> <li>• High problem-solving ability: analysing available information and choosing the optimal solution</li> <li>• Leadership and business management skills</li> <li>• Basic computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SLS constitutions, regulations, policies, guidelines and procedures</li> <li>• Knowledge of NSW legislation</li> <li>• Knowledge of local, state and national strategic and business plans available and referring individuals where necessary</li> <li>• Knowledge of SLS organisational governance</li> <li>• Self-awareness in relation to their level of competence and any limitations.</li> <li>• Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation.</li> <li>• Understanding of responsibilities around confidentiality including its limitations.</li> </ul>

### DESIRABLE QUALIFICATIONS OR EXPERIENCE

<ul style="list-style-type: none"> <li>• Tertiary qualification in leadership and management</li> <li>• Tertiary qualification in business management, project management or business administration</li> </ul>	<ul style="list-style-type: none"> <li>• Business owner</li> <li>• Management experience</li> <li>• SLS Committee Chairperson</li> </ul>
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### PERSONAL CHARACTERISTICS

<ul style="list-style-type: none"> <li>• Ability to adapt style</li> <li>• Community-minded</li> <li>• Flexibility</li> <li>• Genuine interest in helping others</li> <li>• Good moral judgement</li> <li>• Good prioritisation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Organised</li> <li>• Professional yet affable</li> <li>• Resilient</li> <li>• Self-directed (self-control and management)</li> </ul>
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## KEY STAKEHOLDER RELATIONSHIPS

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| <ul style="list-style-type: none"><li>• SLSNSW Members</li><li>• Branch Presidents</li><li>• Branch Administrators</li><li>• SLS Club Safety Officer</li><li>• SLS Club Member Protection Information Officer</li><li>• SLS Club Sponsors</li></ul> | <ul style="list-style-type: none"><li>• SLSNSW Member Welfare Officer</li><li>• SLS Club Complaints Officer</li><li>• Members of the Club Management Team</li><li>• SLSNSW Development Team</li><li>• Previous and other current holders of the role</li><li>• Government Officials</li></ul> |
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