



Association	Surf Life Saving Queensland North Queensland Branch Inc. (“Branch”)
Position:	DeputyPresident (“President”)
Term of Office:	Elected in odd years for 2 year term
Purpose of the Position	
<p>The Deputy President will assume the role of President when the President is absent from normal duties and therefore will need to closely match all requirements of the position description of the President. (see President Role Description)</p> <p>The Deputy President must therefore be able to provide strategic guidance and leadership in support of all functions of the Branch including providing assistance to other Directors of the Board in relation to their roles.</p> <p>The Deputy President will also act as an ambassador for the organisation, representing its interests and engaging with stakeholders and is the SLSQ State Council representative of the North Queensland Branch and fulfil the role of State Councillor.</p>	
Objective	
<p>The Deputy President may deputise for the President at local, regional and state levels and may assist the President in setting the overall annual Board plan, assisting the Board to prioritise its goals and keeps the Board focused by working within the overall management framework.</p>	
Key Duties	
<ul style="list-style-type: none">• Maintain an effective, positive, modern, forward-thinking outlook to motivate the Board to the growth and development of Branch through implemented policies and procedures, the constitution and modern governance;• As the leader, represent Branch in an appropriate professional and positive manner in the respective situation;• Be unbiased and impartial, give clear directions and set an example for others to follow;• Ensure a high standard of volunteer management and that the management are performing their duties in accordance with the constitution;• Manage and co-ordinate Branch’s activities of the Board;• Be fully informed/aware of the Branch’s current and future activities and be supportive throughout the events.	

Board Member Duties

- Ensure the organisation complies with its governing documents, relevant laws, and regulations.
- Participate in the development and approval of Branch's strategic plan.
- Monitor the Board's progress toward achieving its strategic goals.
- Contribute to discussions on future direction, challenges, and opportunities.
- Ensure the Board has the resources necessary to fulfill its mission.
- Oversee the management of the Branch's financial assets including reviewing financial statements and ensuring accurate record-keeping.
- Approve major financial decisions and investments.
- Represent Branch at events, meetings, and in the community promoting Branch's mission and work to relevant stakeholders, members and the public.
- Advocate for Branch's interests in relevant forums.
- Identify and evaluate risks to Branch's people (members, staff, volunteers), property, finances, goodwill, and image.
- Monitor the effectiveness of risk management strategies and ensure appropriate risk mitigation measures are in place.
- Contribute to the development and implementation of succession plans for key leadership positions.
- Mentor and support the development of future leaders within Branch.

Qualifications

- Level of competence in corporate governance, compliance and management including risk management
- Awareness of legal responsibilities of governing bodies of entities, both profit and non profit.
- Previous experience in organisational leadership in private or community sectors
- Sound communication, listening and mediation, as well as oral communication, interpersonal and effective management skills;
- Experience to undertake a leadership role in a not-for-profit, volunteer-based organisation, including a good understanding of financial statements, administration needs and the ability to speak in public;
- Be a current financial member of a FNQ Surf Life Saving Club
- Be a holder of a current Blue Card / Exemption Notice for working with children

Key Competencies

- Strategic thinking and problem-solving.
- Financial acumen and analytical skills.
- Excellent leadership, communication, and interpersonal skills.
- Strong ethical standards and integrity.
- Ability to work collaboratively across departments.
- Effective communication with both financial and non-financial stakeholders.
- Ability to commit to the time required to fulfill the responsibilities of the role.
- Working knowledge of the rules, policies and procedures and non-profit legislation as applicable to incorporated associations.
- Sound knowledge of the constitution and meeting procedures
- Maintain confidentiality on relevant matters