



Association	Surf Life Saving Queensland North Queensland Branch Inc. (“Branch”)
Position:	Branch Director of Administration (“Secretary”)
Term of Office:	Elected in odd years for 2 year term
Purpose of the Position	
<p>The Secretary is the chief administration officer of Branch and is responsible for the administrative management of the Board and provides the coordinating link between members, Branch and external stakeholders.</p> <p>The Secretary plays a critical role in the governance and strategic oversight ensuring that the Board functions in a professional and corporate manner and its corporate governance and constitutional functions are operating effectively to ensure that its mission and objectives are met.</p> <p>The Secretary will also act as an ambassador for the organisation, representing its interests and engaging with stakeholders.</p>	
Objective	
<p>To support the Board in maintaining high standards of record keeping, policy implementation and internal/external communications. The main focus is to ensure that the Board functions in a professional and corporate manner and its governance and constitutional functions are operating effectively in accordance with all legislation and regulations. The Secretary is responsible for ensuring the Board adheres to its mission, achieves its strategic goals, and compliance with relevant regulations. The Secretary will also act as an ambassador for the organisation, representing its interests and engaging with stakeholders.</p>	
Statutory Duties	
<ul style="list-style-type: none">• Fulfil the role of Secretary as defined in the Associations Incorporations Act 1988• Ensure the Branch is at all times is governed in accordance with all applicable legislation and regulations	
Key Duties	
<ul style="list-style-type: none">• Ensure all Board Directors are aware of all incoming and outgoing correspondence and source further information required to assist the Board with decision making process at meetings• Maintain Association’s administration records in a professional, orderly and up-to-date manner on behalf, and advise all Board members of the system so that they are able to easily access the record-keeping system while performing the duties of the respective positions. This includes correspondence, minutes, insurance papers, policies and forms.• Implement all administrative and management tasks required by the Board effectively and efficiently in a timely manner.	

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

- Extensive experience in corporate governance, compliance and management including risk management, legal or regulatory background preferred.
- Strong administrative skills and knowledge
- Have a strong commitment to the ideals of surf lifesaving
- Awareness of legal responsibilities of governing bodies of entities, both profit and non-profit.
- Previous experience in organisational leadership in private or community sectors
- 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