



<b>Association</b>	Surf Life Saving Queensland North Queensland Branch Inc. (“Branch”)
<b>Position:</b>	Branch Director of Junior Activities
<b>Term of Office:</b>	Elected in odd years for 2 year term
<b>Purpose of the Position</b>	
<p>The Director of Junior Activities provides strategic guidance and leadership in support of all Junior Activities functions of the Branch including providing assistance to Directors of the Board in relation to their roles.</p> <p>The Director of Junior Activities provides strategic guidance and leadership in support of all Junior Activities functions of the Branch and will also act as an ambassador for the organisation, representing its interests and engaging with stakeholders.</p>	
<b>Objective</b>	
<ul style="list-style-type: none"><li>• To set the overall Board of Junior Activities standing agenda and help the committee prioritise its goals in accordance with the NQB Strategic Plan, and ensure office bearers work within this framework.</li><li>• Be responsible for providing co-ordinated advice, direction and coordination for Age Managers and coaches through the Club DOJAs or JAC.</li><li>• Ensure effective management of Board of Junior Activities in all of its operations.</li></ul>	
<b>Key Duties</b>	
<ul style="list-style-type: none"><li>• Distribute relevant correspondence to the Clubs Junior Activities Officers</li><li>• Ensure the effective implementation of the SLSQ and Club’s Child and Youth Risk Management Strategy (CYRMS)</li><li>• Facilitate and encourage active participation from clubs JACs, DOJA, Age Managers, Coaches and others involved in the delivery of Junior Activities in the annual Junior Forum held in FNQ</li><li>• Ensure all those involved in Club Junior Activities are aware of where to access resources to assist in the effective delivery of Junior Activities</li><li>• Supporting Club representatives to deliver effective programs such as Family Participation Programs, Age Managers, Water Safety and Observers awards accreditation and access to resources to deliver the same.</li><li>• Act as a coordinator for Branch Junior Activities and voice members views at appropriate forums</li><li>• Work as required with the Chief Training Officer, Coaching Coordinator, March Past, Surf and Beach Coaches, Water Safety Coordinator and the Membership Coordinator to ensure satisfactory outcomes for the Clubs in the Junior Activities Space</li><li>• Represent the North Queensland Branch on the Junior Activity Advisory Panel</li><li>• Assist with sponsors and supporters in relation to Junior Activities</li><li>• Identify and communicate to members opportunities available at Club, Branch, State and national levels</li><li>• Represent the Branch as Director of Junior Activities and to SLSQ and SLSA as required</li></ul>	

- Monitoring the implementation of new initiatives
- To work with Board to set the agenda for each season's activities
- Chair the Junior Activities meetings and regularly report to the Board on the progress of the junior groups

### 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

- Working knowledge of the Junior Activities Manual
- Knowledge of Surf Life Saving objectives, policies and procedures as they relate to Junior Activities or the ability to quickly assimilate that knowledge
- Have a strong commitment to the ideals of surf lifesaving
- 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