



Association	Surf Life Saving Queensland North Queensland Branch Inc. ("Branch")
Position:	Branch Director of Surf Sports
Term of Office:	Elected in odd years for 2 year term
Purpose of the Position	
<p>The Director of Surf Sports provides strategic guidance and leadership in support of all surf sports functions of the Branch including providing assistance to Directors of the Board in relation to their roles.</p> <p>The Director of Surf Sports 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 Director of Surf Sports will identify, co-ordinate and Implement opportunities for professional development of athletes, coaches and officials within the NQB and assist in applying for funding avenues in conjunction with the Grants Officer. This includes the preparation of an annual surf sports budget.</p>	
Key Duties	
<ul style="list-style-type: none">• Identify development opportunities for surf sports within the branch through inclusion of 'specialised' events within the surf sports calendar.• Develop and set the NQB Surf Sports Calendar in conjunction with BOLS and Education Panel• Review and maintain a current Surf Sports Booklet each year.• Oversee the development and execution of the NQB Youth Team and acknowledge overarching responsibility for governance, budgeting, training compliance etc. in partnership with the appointed NQBYST Manager– Please refer to the Team Manager Job Description for further details.• Provide leadership and strategic direction relating to Surf Sports in accordance with the Branch Strategic Plan.• Oversee the Gear Steward concerning surf sports gear, ensuring it is well maintained and managed, including the annual gear and equipment inspection.• Provide regular communication and support to Club Surf Sports Officers and members.• Work with Club Surf Sports Officer to address training requirements and deficiencies.• Recommend actions to Board.• Ensure records are maintained of member re-qualifications each season - Surf Guard.• Manage, in consultation with others, the annual Surf Sports equipment grant (applications and acquittal).	

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

- Accreditation in either SLSA Officials or Coaching.
- Understanding of the requirements for Coach and Official Accreditation.
- Have a strong commitment to the ideals of surf lifesaving
- 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