



# Surf Life Saving Central Coast

## Position Description: Director Special Projects

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### Responsible to:

SLSCC Council



### Responsible for:

Board of Directors













### Functional Relationships:

-  Board of Directors
-  SLSCC Council
-  Chief Executive Officer
-  Office Administrator
-  Sponsors & Supporters
-  Clubs & Members

### Responsibilities:












-  Shall preside at all meetings of SLSCC and functions
-  Shall have a vote at SLSCC meetings

### Desirable Attributes:

-  Demonstrated rapport with SLSCC personnel
-  Sound leadership skills
-  Sound organisational skills
-  Sound time management skills
-  Sound computer skills - Microsoft office and outlook
-  Sound oral and written communication skills
-  Good negotiation skills
-  Willingness to learn new skills
-  Ability to work in a team environment
-  Motivational
-  Efficient people management skills
-  Ability to follow SLSCC objectives

## Statement of Duties:

### *Administration*

-  In consultation with Directors and appropriate staff, overview the Strategic Plan and update existing plans which shall be presented to the Directors for the promulgation to the council.
-  Special Projects as required
-  Develops commercial standards for club use surrounding hall hire and kiosks. Assists clubs where necessary.
-  Lobby's government officials at all levels to support SLS
-  Ensures financial sustainability and provides advice to clubs and branch as required.
-  Objectively analyses SLSCC business and advises on improvements across all areas
-  Attend Board of Directors and SLSCC meetings.
-  Be prepared to attend all council and other national, staff and board meetings, conferences and forums which are convened and will affect upon SLSCC.
-  Oversee the implementation of the Strategic Plan with other executive members
-  Conduct annual conference on future objectives with directors, SLSCC council.
-  Initiates visits to clubs.

### **Time Commitment**

The position of SLSCC Director Special Projects is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.