



Saunton Sands Surf Life Saving Club

Registered Charity No: 1032081 - Email: sauntonsandsslsc@hotmail.co.uk

CLUB CHAIRPERSON Job Description

- Ⓢ Principal leader with overall responsibility for the Club's administration
- Ⓢ Set the overall annual committee agenda,
- Ⓢ Help the committee prioritise its goals
- Ⓢ Facilitate committee annual general meetings
- Ⓢ Represent the Surf Lifesaving Club at local, regional, state and national levels or nominate appropriate deputy/representative in their place.
- Ⓢ Ensure health and safety requirements are met and maintained
- Ⓢ Act as a facilitator for Surf Lifesaving Club activities and represent members views
- Ⓢ Ensure planning and budgeting is in accordance with the wishes of the members
- Ⓢ Ensure all rules and regulations of the Club are upheld
- Ⓢ Encourage sponsors and supporters
- Ⓢ Ensure financial, social and structural viability of the Club
- Ⓢ Identify and communicate to members threats, challenges and opportunities available to the Club
- Ⓢ Be responsible for planning, including succession

Skills required

- Ⓢ Communicate effectively
- Ⓢ Well informed of the organisations activities
- Ⓢ Aware of future directions and plans of members
- Ⓢ Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Ⓢ Maintain a policy of loyalty to the Surf Club and its activities whilst maintaining confidentiality and respect towards members
- Ⓢ Maintain effective and efficient administration
- Ⓢ Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Ⓢ Must be a supportive leader for all organisations and members