

Mullaloo Surf Life Saving Club

PO Box 119, Hillarys WA 6923
Phone (08) 9307 7766 • Fax (08) 9307 7769
www.mullaloosurf.com.au • e-mail: info@mullaloosurf.com.au



Family, safety, respect, excellence, integrity and unity

POSITION DESCRIPTION - GENERAL MANAGER

PORTFOLIO – GENERIC

MISSION

Providing activities and services for a safer, sustainable community

VALUES

Family – Safety – Respect – Integrity – Unity – Excellence

PURPOSE:

Provides effective leadership to their portfolio and the wider club by being the interpretive link between the Board and operational activity. The position will do this by planning, facilitating, collaborating and coordinating activities of the Club to achieve the Associations strategic objectives.

APPOINTMENT:

- a) This position is established under Rule 32.1 of the MSLSC Constitution and clause 4.1 of the By Laws;
- b) Expressions of interest shall be called from members of the Association;
- c) The Board will appoint the preferred member for a period of 1 year;
- d) The Board may at any time revoke the appointment or decline to re-appoint;
- e) There is no restriction on the number of times a member may re-nominate for this position;
- f) This position is a member of the Executive Committee.

QUALIFICATIONS AND EXPERIENCE:

- a) Be able to demonstrate a sound understanding of surf life saving activities and processes as they apply to the specific Portfolio;
- b) Desirable to have experience in the management of people or operations in a business or organisational environment;
- c) Must provide a current National Police Certificate within month of appointment.

EXPECTATIONS:

- a) Plan with and support operational managers to achieve the goals of the club;
- b) Maintain a current knowledge of the Club Constitution, By-laws, Governance Policies and other legal requirements, to ensure communication to and compliance by Portfolio managers;
- c) Ensure the Board is informed of significant trends, implications of Board decisions, issues arising from policy matters or changes in the basic assumptions upon which the Board's policies are based;
- d) Provide decision-making and monitoring information in a timely, accurate and understandable fashion covering the various issues to be addressed and monitored by the Board, in particular Association risk;
- e) Active communication and engagement across portfolio's at an executive and operational level.

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REPORTS TO: Board via the Executive Committee

DIRECT REPORTS: Operational Managers as identified in Portfolio descriptions

BUDGET: Amount varies depending on the individual Portfolio requirements allocated by the Board for operating expenses.

Document Control

This document has the following amendment history:

Revision Date	Version No	Nature of Amendment
18/11/2005	1.0	Original Position Description developed.
28/06/2012	2.0	Document revised as a result of Club establishing a more corporate management structure.
25/06/2015	3.0	Document revised by Board as a result of organisational restructure and need to provide clarity for the role of General Manager.



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PORTFOLIO – SUPPORT SERVICES

ROLE AND AUTHORITY:

- a) This Portfolio consists of the following teams: **Finance, Administration and Facilities.**
- b) Ensure appropriate financial management systems to ensure the Board have continual understanding of the Association's financial position;
- c) Ensure efficiency and effectiveness through development, implementation and continuous improvement of the Association's management systems;
- d) Ensure the activities of the Association are conducted within the parameters set down in the Executive Limitations Policy;
- e) Ensure the Association complies with employee requirements with regard to industrial relations, Equal Opportunity and Occupational Health & Safety;
- f) The position has the authority and/or power to endorse contracts or leases on behalf of the Association as per delegation of authorities in the Executive Authority Policy;

RESPONSIBILITIES:

- a) The position reports to the Board through the Executive Committee;
- b) Provide feedback and recommendations to the Board on Portfolio responsibilities;
- c) Ensure necessary Legislative reporting is undertaken being correct and timely;
- d) Ensure necessary reporting to State and National surf lifesaving governing bodies is undertaken being correct and timely;
- e) Input into and actively contribute to the Portfolio's achievement of the strategic objectives;
- f) Oversight of portfolio activities within the functional area to ensure consistency with Association objectives and purpose;
- g) Supervise the maintenance of Association master documents, records and archives;
- h) Endeavour to have at least one other member of their Portfolio familiar with their role, issues and processes, to facilitate business continuity.
- i) Develop and maintain relationships with counterparts at other surf lifesaving Clubs to share information and develop contemporary practices.

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PORTFOLIO – OPERATIONS

ROLE AND AUTHORITY:

- a) This Portfolio consists of the following teams: **Lifesaving and Education.**
- b) Ensure the Association has appropriate management systems to record and monitor members education and re-qualification cycles;
- c) Ensure the Association has appropriate recording systems for lifesaving activities and compliance with State and National governance;
- d) Ensure efficiency and effectiveness of service delivery through development, implementation and continuous improvement of the Association's lifesaving services;
- e) Ensure life saving activities of the Association are conducted within the parameters set down by Surf Lifesaving, both the State and National governing bodies;
- f) Effective succession planning to ensure continuity of the association providing services to the members and community.
- g) The position has the authority and/or power to endorse contracts or leases on behalf of the Association as per delegation of authorities in the Executive Authority Policy;

RESPONSIBILITIES:

- a) The position reports to the Board through the Executive Committee;
- b) Provide feedback and recommendations to the Board on Portfolio responsibilities;
- c) Ensure necessary reporting to State and National surf lifesaving governing bodies is undertaken being correct and timely;
- d) Input into and actively contribute to the Portfolio's achievement of the strategic objectives;
- e) Oversight of portfolio activities within the functional area to ensure consistency with Association objectives and purpose;
- f) Endeavour to have at least one other member of their Portfolio familiar with their role, issues and processes, to facilitate business continuity.

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PORTFOLIO – DEVELOPMENT

ROLE AND AUTHORITY:

- a) This Portfolio consists of the following teams: **Membership, Youth and Juniors.**
- b) Establish clear development pathways for members to identify alternative roles within the Club that may suit their skills and aspirations;
- c) Monitoring membership demographics to identify trends and develop plans to address adverse trends;
- d) Develop plans to provide a balance of membership to meet the objectives of the Association;
- e) Establish effective feedback processes to enable the Board to understand the level of membership satisfaction;
- f) Develop plans to grow the membership to meet the future needs of the Club;
- g) Develop strategies or initiatives for member retention at the various levels of the Association;
- h) The position has the authority and/or power to endorse contracts or leases on behalf of the Association as per delegation of authorities in the Executive Authority Policy

RESPONSIBILITIES:

- a) The position reports to the Board through the Executive Committee;
- b) Provide feedback and recommendations to the Board on Portfolio responsibilities;
- c) Ensure necessary reporting to State and National surf lifesaving governing bodies is undertaken being correct and timely;
- d) Input into and actively contribute to the Portfolio's achievement of the strategic objectives;
- e) Oversight of portfolio activities within the functional area to ensure consistency with Association objectives and purpose;
- f) Endeavour to have at least one other member of their Portfolio familiar with their role, issues and processes, to facilitate business continuity.

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PORTFOLIO – SURF SPORTS

ROLE AND AUTHORITY:

- a) This Portfolio consists of the following teams: **Competition, Events and Coaching;**
- b) Ensure the Association has appropriate management to achieve the competitive outcomes for the Club;
- c) Ensure the Association has appropriate pathways to achieve the competitive outcomes for the Club;
- d) Successful delivery and execution of internal and external surf sport events for the members and the association financially and operationally;
- e) Provide an environment to achieve the best from our competitors;
- f) Effective succession planning to ensure continuity of the association providing services to the members and community
- g) The position has the authority and/or power to endorse contracts or leases on behalf of the Association as per delegation of authorities in the Executive Authority Policy;

RESPONSIBILITIES:

- a) The position reports to the Board through the Executive Committee;
- b) Provide feedback and recommendations to the Board on Portfolio responsibilities;
- c) Regular reporting against the outcomes agreed
- d) Value of the achievements against KPI's both competition and coaching (value of investment)
- e) Monitor and report the success of events held at the Club
- f) Endeavour to have at least one other member of their Portfolio familiar with their role, issues and processes, to facilitate business continuity

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PORTFOLIO – MARKETING

ROLE AND AUTHORITY:

- a) This Portfolio consists of the following teams: **Branding, Sponsorship and Communications;**
- b) Responsible for establishing a Club image to establish a community identity for member and wider commercial use;
- c) Develop promotion of the club to the community of Western Australia;
- d) Identifying and activating opportunities to deliver alternative revenue streams for the Club;
- e) Relationship management, both internally and externally, for existing and future supporters;
- f) Organisation of marketing functions including those associated with retaining or attracting club sponsors;
- g) Ensure efficient and effective communication to the association's stakeholders to ensure their effective engagement by keeping them informed.
- h) The position has the authority and/or power to endorse contracts or leases on behalf of the Association as per delegation of authorities in the Executive Authority Policy

RESPONSIBILITIES:

- a) The position reports to the Board through the Executive Committee;
- b) Provide feedback and recommendations to the Board on Portfolio responsibilities;
- c) Coordination and review of sponsorship proposals and agreements for the club;
- d) Maintain currency of sponsorship agreements and commitments;
- e) Maintenance of the Register of Sponsors;
- f) Coordinate all promotional or marketing activities conducted in the name of the Club;
- g) Develop stock control processes for the Mullaloo Surf Shop to minimise the end of season overstock of apparel;
- i) Endeavour to have at least one other member of their Portfolio familiar with their role, issues and processes, to facilitate business continuity