

# Mullaloo Surf Life Saving Club Inc.

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*Family, safety, respect, excellence, integrity and unity.*

## **POSITION DESCRIPTION: MANAGER: ADMINISTRATION**

### **Purpose**

- Provide management and support for the administration and coordination of club services
- Availability as the key contact for general club information and related matters

### **Qualifications**

- Financial member of Mullaloo Surf Life Saving Club
- Holder of a recognised Surf Life Saving Australia award
- Holder of a current and clear Police/Security clearance check

### **Scope of Accountability**

- Manage Administration activities for the club
- Manage relevant staff (paid and volunteer) to perform administration activities for the club
- Oversight of the preparation/distribution of the club Newsletter, working with the Editor and Publisher
- Preparation of monthly and annual reports on activities within the portfolio
- Coordination of the Annual General Meeting including preparation, member communications and arrangements for the meeting
- Provide support for the Board of Directors and General Managers in the maintenance of club records and memorabilia
- Maintenance of club records and archives in both physical and electronic formats, in association with employees and volunteers
- Responsible for the maintenance of the club website
- Regular attendance at relevant meetings with effective contribution to the meeting process and decision making
- Provide representation of the club at surf life saving forums appropriate to Administration
- Coordination with the relevant General Manager of annual performance reviews for administration employees
- Coordinate the maintenance of the Club Management Systems including oversight of development of procedures and other documents relevant to effective business management
- Promotion of the club to the community of Western Australia within the role of the portfolio
- Direct liaison with counterparts at other surf life saving clubs
- Coordinate (either self or an appropriate delegate) and report on committee meetings relevant to the role

### **Reports To**

- General Manager: Support Services

### **Direct Reports**

- Employees:
  - Office Manager
  - Club Administration Assistants

## Key Performance Indicators

- Manage Administration staff to provide the following services:
  - Oversee the prompt and effective management of correspondence (Inwards and Outwards) including distribution, response and filing
  - Ensure club records and archives are maintained up to date and secure, including off site storage
  - Maintenance of equipment and consumables inventory to facilitate smooth operations (includes stationery, other consumables, photocopier maintenance, etc.)
  - The Key Register is accurately maintained – includes and is not limited to, electronic and physical keys (in association with office staff and the Manager: House)
  - Manage the timely compilation of the Annual Report including collation, printing and proofreading to assure distribution to members in accordance with the Constitution
  - Provide timely and accurate monthly and annual reports
  - Accurate reporting on club administration matters
  - Provide support for club Directors, General Managers and Management Committee in maintaining currency of the club records
  - Oversee facilities bookings – for both Members' Lounge and Club Hall, including management of bond, keys and post hire/use inspection (in association with the Manager: House).
  - Preparation and distribution of Club Newsletter
  - Maintain the Club Website
- Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
- Attend all relevant meetings (minimum 75% attendance)
- Report on activities of Committees managed by the position