

# Mullaloo Surf Life Saving Club Inc.

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: MANAGER: MEMBERSHIP**

### **Purpose**

- Provide management for the administration and coordination of member services
- Availability as the key contact for membership matters of the club

### **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**

- Develop and implement operational plans within the portfolio to meet the strategic outcomes of the Club
- Manage and coordinate activities related to the annual registration of members
- Accurate reporting on membership profile (numbers, classifications, etc.) to maintain statutory obligations
- Maintain currency of member details within membership database (SurfGuard)
- Maintenance of the current Member Induction Handbook and it's availability to members
- Coordinate the effective management of the Surf Cage providing members with a range of club apparel at reasonable cost
- Management and coordination of Annual Club Awards night
- Manage and coordinate the processes to review annually the life member nominations. Present recommendations from the life members committee to the Board for ratification.
- Regular attendance at relevant meetings with effective contribution to the meeting process and decision making
- Establishment and maintenance of club committees relevant to the portfolio:
  - Life Membership Committee
- Provide representation of the club at relevant surf life saving forums
- Promotion of the club to the community of Western Australia
- Direct liaison with counterparts at other surf life saving clubs
- Preparation of monthly and annual reports on activities within the portfolio
- Assistance in the maintenance of club records and memorabilia including display honour boards and photographs (in association with the Manager: Facilities and Manager: Administration)

### **Reports To**

- General Manager: Support Services

### **Direct Reports**

- All club Officers providing services to the portfolio:
  - Registrar
  - Surf Cage Coordinator
- Chairpersons of committees operating within the portfolio:
  - Life Membership Committee

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## Key Performance Indicators

- Provide efficient membership services for the registration and maintenance of member details.
- Maintain statutory requirements for membership registration
- Accurate and up to date member details for club purposes
- Provide members with a range of club apparel at reasonable cost
- Coordination of an inclusive Annual Awards night to enable the recognition of outstanding effort of members for the season
- 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)
- Attend (either self or an appropriate delegate) all committee meetings relevant to the portfolio
- Timely and accurate monthly and annual reports