

POSITION DESCRIPTION – CLUB CAPTAIN

Reports to: Board & Club Membership

Key Relationships: Board
Operational Committees
Club Members
SLSNZ Regional Team

Desirable Attributes: Excellent communication and technology skills, well organised
Able to manage/mentor/inspire/engage people
Honesty, Integrity and Transparency

ROLE PURPOSE

The Club Captain is the 'on the ground' leader of the club, responsible for being visible and engaged with the membership and promoting the positive culture of the organisation.

KEY RESPONSIBILITIES

Leadership & Governance

- Support the Board and membership to achieve the Club's purpose as defined in the constitution
- Participate as needed in strategy and planning at governance and operational level
- Help monitor the Club's annual calendar and budget in conjunction with the Board
- Participate in ensuring the Club policies and procedures are regularly reviewed and up to date
- Participate in ensuring the Club's Constitution aligns with SLSNZ requirements
- Promote governance and operational best practice within the Club

Board Responsibilities

- Attend Board meetings – supporting equality, questioning, healthy discussion, quality decision making
- Provide expert advice and support, if needed, to key operational and governance roles
- Support & participate in Board Performance Review Process
- Support the Board in recruitment and appointment of operational roles

People Leadership & Culture

- Be a role model; engage, inspire, and support Club members and volunteers
- Promote good communication across the Club and between governance and operations
- Foster a culture of high standards, strong compliance and health & safety across all club functions

Stakeholder Engagement & Representation

- Manage key stakeholder relationships alongside the Board
- Represent the Club as a member of the Board if required.

Operational Enablement & Club Effectiveness

- Promote the use of systems, processes and technology to reduce admin burden on volunteers
- Delegate tasks appropriately while maintaining accountability for outcomes.