

## POSITION DESCRIPTION – JUNIOR SURF OFFICER

<b>Reports to:</b>	Board & Club Membership
<b>Key Relationships:</b>	Board Junior Surf Committee Club Members SLSNZ Regional Team
<b>Desirable Attributes:</b>	Excellent communication and technology skills, well organised Strategy and oversight mindset Honesty, Integrity and Transparency

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### ROLE PURPOSE

The Junior Surf Officer is responsible for providing direction, oversight and leadership of Junior Surf (including chairing the Junior Surf Committee) in addition to general governance, and strategy for the club.

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### KEY RESPONSIBILITIES

#### Strategic Oversight

- Oversight of Junior Surf operations to ensure they achieve their purpose, as defined by the Board and the club's strategy.
- Support the creation and monitoring of the Annual Calendar and Annual Budget
- Input into strategic and planning for the Club

#### Board Responsibilities

- Attend Board meetings – supporting equality, questioning, healthy discussion, quality decision making
- Present a monthly Board Report (including current junior surf plans/activity, spend against budget, any Health & Safety concerns, issues or concerns raised by the Junior Surf Committee etc)
- Chair the Club's Junior Surf Committee (Operational)
- Provide expert advice and support, if needed, to key Junior Surf operational 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 organisational and governance best practice
- Promote good communication across the Club and between governance and operations
- Support a culture of high standards, strong compliance and health & safety across all club functions

#### Stakeholder Engagement & Representation

- Support the Chair in maintaining effective stakeholder relations
- 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 responsibility and accountability for outcomes.
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