

Responsible to: Club Executive Committee

RESPONSIBILITIES AND DUTIES

- Act as the principal leader with overall responsibility for the Club's administration
- Set the overall committee agenda and help the committee prioritise its goals and ensure office bearers work within this framework
- Facilitate meetings, including: committee, executive and AGM
- Represent the TBSLSC (the Club) appropriately at local, regional, state and national levels
- Act as a co-ordinator for Club activities and voice members views at appropriate forums
- Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- Ensure all rules and regulations of the Club are upheld
- Engage sponsors and supporters
- Ensure financial, social and structural viability of the Club is established and maintained
- Identify and communicate to members opportunities available at Club, branch, state and national levels
- Be responsible for Club planning, including succession and business planning
- Ensure all Club activities are carried out within the laws of NSW
- Introduce the Club Management Plan and ongoing review and management of this plan

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Keep well informed of the organisation's activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty (certain details) to the Club and its activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all organisations members
- Have a good knowledge of organisational governance