



TRUST WAIKATO
WHIRITOA LIFEGUARD SERVICE
Kaitiaki o Whiritoa te Moana

Position Description: Chairperson

Club Purpose	To prevent drowning and injury at Whiritoa Beach	
Club Values	<ul style="list-style-type: none"> ▪ Treat others as you would like to be treated ▪ Everyone’s contribution and ideas are valuable ▪ Communicate openly, honestly and with respect ▪ Positive feedback motivates others ▪ Respect the facilities and equipment provided ▪ Respect and grow the club’s positive image in the community 	
Description	Responsible for the efficient and effective functioning of the Club and Club Committee	
Reports to	<ul style="list-style-type: none"> ▪ President ▪ Committee 	<ul style="list-style-type: none"> ▪ Club members
Relationships	<ul style="list-style-type: none"> ▪ Committee ▪ Club Sub-Committees 	<ul style="list-style-type: none"> ▪ Club members ▪ SLSNZ Club Development Officer
Desirable attributes	<ul style="list-style-type: none"> ▪ Business acumen ▪ Excellent communication skills ▪ Well organised 	<ul style="list-style-type: none"> ▪ Formal meeting skills ▪ Able to manage people ▪ Planning skills
Key duties as a committee member	<ol style="list-style-type: none"> 1. Actively promote Health and safety 2. Be a role model for Club members 3. Ensure the Club Committee receives timely and accurate information 4. Respond to Club Committee correspondence in a timely manner 5. Attend all Committee meetings either in person or remotely 6. Liaise with the members to ensure their interests are upheld 	
Key duties of this position	<ol style="list-style-type: none"> 1. Lead the development and monitoring of the Club Strategic Plan 2. Ensure the Club has an up to date Policies and Procedures manual 3. Ensure the Clubs constitution is up to date and aligned to SLSNZ 4. Coordinate the Club vote for SLSNZ matters 5. Attend SLSNZ Club Chair meetings 6. Set the Club annual calendar and budget in conjunction with the Committee 7. Monitor the Club progress against the annual calendar and budget 8. Manage the appointment and contracts of Club employees 9. Review the performance of Club employees 10. Review the performance of Committee members 11. In conjunction with the Secretary set Committee meeting dates and agendas 12. Chair Club Committee meetings 13. Engage and meet the financial auditor 14. Ensure the Committee has a fixed asset management plan 15. Complete an annual risk management assessment for the club 16. Ensure the Club completes an annual membership survey 17. Oversee the induction of new Committee members 18. Support and give guidance to the other officials of the Club 19. Ensure the financial accountability to funders and sponsors on behalf of the club 20. Manage key stakeholder relationships 21. Liaise with external organisations future planning & policies that may impact the Club 22. Delegate but remain accountable for any of the above duties 23. Undertake any other activities as required by the Club Committee 	