



*TRUST WAIKATO*  
**WHIRITOA LIFEGUARD SERVICE**  
*Kaitiaki o Whiritoa te Moana*

## Position Description: Facilities Director

<b>Club Purpose</b>	To prevent drowning and injury at Whiritoa Beach	
<b>Club Values</b>	<ul style="list-style-type: none"> <li>▪ Treat others as you would like to be treated</li> <li>▪ Everyone’s contribution and ideas are valuable</li> <li>▪ Communicate openly, honestly and with respect</li> <li>▪ Positive feedback motivates others</li> <li>▪ Respect the facilities and equipment provided</li> <li>▪ Respect and grow the club’s positive image in the community</li> </ul>	
<b>Description</b>	Responsible for the efficient and effective functioning of the Clubhouse	
<b>Reports to</b>	<ul style="list-style-type: none"> <li>▪ Committee</li> </ul>	
<b>Relationships</b>	<ul style="list-style-type: none"> <li>▪ Committee</li> <li>▪ Facilities Sub-Committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club members</li> </ul>
<b>Desirable attributes</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Well organised</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to manage people</li> <li>▪ Planning skills</li> </ul>
<b>Key duties as a committee member</b>	<ol style="list-style-type: none"> <li>1. Actively promote Health and safety</li> <li>2. Contribute to the development and implementation of the Club Strategic Plan</li> <li>3. Contribute to the development and implementation of the Club calendar and budget</li> <li>4. Be a role model for Club members</li> <li>5. Ensure the Club Committee receives timely and accurate information</li> <li>6. Respond to Club Committee correspondence in a timely manner</li> <li>7. Attend all Committee meetings either in person or remotely</li> <li>8. Report any significant risks or incidents to the Chairperson</li> <li>9. Provide any important media information to the Chairperson</li> <li>10. Liaise with the members to ensure their interests are upheld</li> </ol>	
<b>Key duties of this position</b>	<ol style="list-style-type: none"> <li>1. Chairs the Facilities Sub-Committee and reports to Club Committee</li> <li>2. Ensure that all contractors engaged on behalf of the Club meet the required health and safety regulations</li> <li>3. Attend to all minor repairs and maintenance</li> <li>4. Maintain a Clubhouse hazard/risk register</li> <li>5. Processes Clubhouse hiring in accordance with Regulation E1</li> <li>6. Supervise the cleaning of the Club per Regulation E2</li> <li>7. Maintain the key system in accordance with Regulation E6</li> <li>8. Ensure that all overnight users of the Club meet the Club’s policy</li> <li>9. Ensure the Clubhouse is secure at all times when not in use and is the first point of contact for the Club’s off-site security monitor</li> <li>10. Maintain the legal requirements for the building, including Building Warrant of Fitness and Fire System audit</li> <li>11. Be satisfied in conjunction with the Bar Manager that the bars operation meets the Club’s requirements and compliant with the Council license requirements.</li> <li>12. Ensure the Clubhouse grounds are maintained</li> <li>13. Supervise as required any major projects undertaken by the Club on the Clubhouse</li> <li>14. Delegate but remain accountable for any of the above duties</li> <li>15. Undertake any other activities as required by the Committee</li> </ol>	