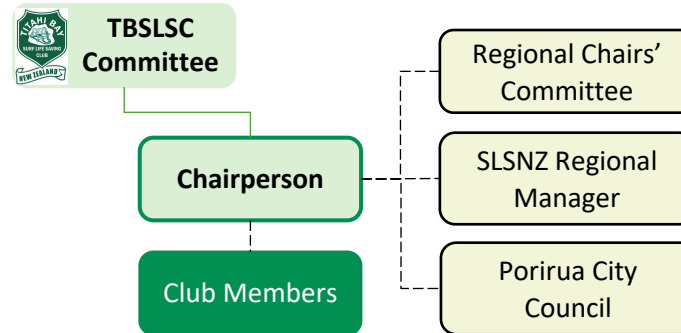


Role Description for: **Club Chairperson**

Nominated by the members of Titahi Bay Surf Life Saving Club (TBSLSC) to represent their best interests on the committee and uphold the club vision, mission, and values you will play a strategic role in creating, maintaining and championing the Club's vision, mission, values, and code of conduct. The Chairperson ensures that the TBSLSC Committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out. The Chairperson will oversee the complaints process. The Chairperson provides the connection to SLSNZ and emerging issues.

The Club Chairperson is a member of the Club Executive.

Key relationships



Qualifications and Skills

- Can communicate effectively.
- Have great inter-personal skills.
- Can be impartial and fair.
- Has good understanding of their role and responsibilities.
- Has knowledge of the operating environment.
- Delivers on their commitments.
- Strategic view – is aware of the future directions and plans of members.
- Good listener.
- Clear sense of direction.
- Allow Committee members to get on with their job.
- Good at governance.
- Broad experience.
- Business acumen.
- Able to get to the key issues quickly.
- Active in the club.
- Has a good working knowledge of the constitution, the SLSNZ policies and procedures, and club policies and procedures.

Role Description for: **Club Chairperson**



Responsibilities.

General Responsibilities

- Lead the setting of the strategic direction of the club and ensures that all members are catered for.
- Leads and role models a safe and healthy culture that brings all members together to support the development of lifeguards, future lifeguards, athletes, and the provision of lifeguard services.
- Contribute to the Club's Annual Calendar.
- Inform Lifesaving Co-ordinator of new members that require lifeguard training. Refer potential new members to appropriate coordinator.

Leadership

- Provide Leadership, be an effective strategist and a good networker.

Ensure the management committee functions properly

- Ensure that each TBSLSC Management Committee meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner. This includes:
 - Setting the agenda for all committee meetings
 - Chairing the committee meetings
 - Ensure matters are dealt with in an orderly, efficient manner.
 - Agreeing an escalation path for issues/risks that cannot be resolved at the committee meetings.
 - Bring impartiality and objectivity to meetings and decision-making

To review governance performance and skills.

- Make the most of the skills sets of the committee members, building and leading the team.
- Induct new Committee members.
- Approve annual performance report for publication.
- Ensure each member of the committee is fulfilling their roles as set out in the position's description and the conjunction of the vision of the club.
- Facilitate change and address conflict within the Club.
- Chair appeal and complaints panels, as appropriate.
- Co-ordinate the Committee to ensure that appropriate strategic documents and policies and procedures are in place, adhered to, and reviewed in a timely manner for the effective management of the Titahi Bay Surf Lifesaving Club.
- Ensure:
 - the Club's constitution is up-to-date and aligned to SLSNZ,
 - An annual club budget is created
 - An annual club calendar is set
 - The club has a Fixed Asset Management Plan, and
 - That any paid staff have contracts.

Represent the organisation

- To communicate effectively the Club's vision, and code of conduct.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation
- Provide support and maintain a relationship with the SLSNZ Regional Manager, and other key stakeholders including:
 - Member of the Regional Chairs' Committee
 - Attendance at key SLSNZ and Regional meetings.