

Position	Category	Position Description Completed
Director Commercial	Board member (non-voting)	August 2021
Reporting to/Responsible to		Authority
PLSLSC Board		Appointed by Board

PURPOSE STATEMENT

The Director Commercial is responsible for ensuring effective and safe delivery of all Club commercial activities.

ROLE & RESPONSIBILITIES

The Director (Commercial/Club Operations) is responsible for:

- Being a co-opted advisory member of PLSLSC's Board, provide oversight of risk, finance, strategy and culture within the Commercial area and the Club.
- Chairing the Commercial Executive and ensuring effective record keeping for executive decisions.
- Acting as the direct supervisor of the Venue Manager.
- Providing oversight for, and reporting to the Board on, all commercial operations of the Club including the bar, catering partner, merchandise partner, social events, and venue hire. (Supported by Venue Manager)
- Providing oversight for, and reporting to the Board on, the effective functioning of the Clubhouse, including its maintenance, cleaning, signage, and operational effectiveness. (Supported by Director (Property))
- Providing oversight for, and reporting to the Board on, all commercial operations of the Club including the bar, catering partner, merchandise partner, social events, and venue hire. (Supported by Venue Manager)
- Providing oversight for, and reporting to the Board on, marketing and sponsorship. (Supported by (Director Marketing))
- Providing oversight for, and reporting to the Board on, fundraising activities and events including the Rip View Swim Classic (RVSC), the Nipper door knock, collection activities and other events/activities as required. (Supported by Director (Fundraising) and Director (RVSC)).
- Ensuring that all activities/events conducted within assigned areas have appropriate risk management plans and effective controls in place, and that they comply with the events and activities policy.
- Ensuring effective development of and management of the budgets for Marketing and Sponsorship, Bar, Catering, Property, RVSC, and other activities/events associated with fundraising.
- Liaising with the Club's assurance officer to ensure compliance with relevant Government legislation, Life Saving Victoria, Surf Life Saving Australia and PLSLSC policies and operating procedures.
- Ensuring the effective administration and record keeping for all events and programs within areas of responsibility.
- Ensuring experienced and qualified Directors are appointed to the Commercial Executive and provide operational support where necessary.

KNOWLEDGE AND SKILLS REQUIRED

Essential

- Be a current, financial member of PLSLSC
- Completed SLISA's Safeguarding Young People awareness training.

Desirable

- Fundraising experience
- Experience in organising or helping at any of PLSLSC Programs or events

<ul style="list-style-type: none">• Working with Children Check• Commercial experience• Excellent organisational skills• Superior communication skills• Financial literacy	<ul style="list-style-type: none">• Board/committee experience• Experience managing staff and volunteers• Experience running events, venues and/or bars.
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