

| Position                    | Category     | Position Description Completed |
|-----------------------------|--------------|--------------------------------|
| Director (Programs)         | Board Member | 19 July 2021                   |
| Reporting to/Responsible to |              | Authority                      |
| PLSLSC Board                |              | Board Member voted at AGM      |

## PURPOSE STATEMENT

The Director (Programs) is responsible for ensuring effective and safe delivery of all training and assessment, youth programs, aquatic sports and membership & leadership development initiatives.

## ROLE & RESPONSIBILITIES

**The Director (Programs) is responsible for:**

- Being a member of PLSLSC's Board, responsible for oversight of risk, finance, strategy and culture within the broader club.
- Providing oversight for, and reporting to the Board on, all training and assessment (T&A), youth, and aquatic sports activities and events. This includes Bronze Camps, SRC Training and ongoing upskilling and award offerings.
- Chairing the Programs Executive and ensure effective record keeping for executive decisions.
- Ensuring the Club has an effective membership & leadership development (M&LD) program.
- Ensuring that all activities conducted within assigned program areas have appropriate risk management plans and effective controls in place, and that they comply with the events and activities policy.
- Developing and managing the budgets for T&A, youth programs, aquatic sports and M&LD.
- 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 Programs Executive and provide operational support where necessary.

## KNOWLEDGE AND SKILLS REQUIRED

### Essential

- Be a current, financial member of PLSLSC
- Completed SLSC's Safeguarding Young People awareness training.
- Working with Children Check
- Experience in an organising role within one of PLSLSC (or other SLSC) program areas within this portfolio
- Excellent organisational skills
- Superior communication skills
- Financial literacy

### Desirable

- Bronze Medallion and patrol experience
- Experience in organising or helping at any of PLSLSC Nippers, Training Programs or M&LD Programs
- Board/committee experience
- Governance training