

Volunteer Position Description

Vice President - Clubhouse Operations

Position	Location	Position Re-elected
Vice President - Clubhouse Operations	Avoca Beach SLSC	Odd years (e.g. 2027, 2029 etc)
SLS Branch Authority		SLSNSW Authority
nil		nil

PURPOSE STATEMENT

The Vice President – Clubhouse Operations provides leadership and Board-level oversight of the Club’s clubhouse, facilities, grounds and physical assets.

The role coordinates the committees, volunteers, staff and contractors responsible for keeping the clubhouse safe, secure, maintained and fit for purpose. Day-to-day work should be delegated to the appropriate committee, coordinator, staff member or contractor.

ROLE & RESPONSIBILITIES

- Deputise for and assist the President as required.
- Oversee the clubhouse, grounds, facilities and physical assets.
- Chair or oversee the Building Committee and Gym Committee.
- Oversee cleaning, maintenance, waste, security, lock-up, keys and building access arrangements.
- Ensure building and facility risks are identified, assessed and appropriately managed.
- Coordinate contractors, tradespeople and suppliers engaged in clubhouse and maintenance activities.
- Ensure an appropriate asset register and planned maintenance program are maintained.
- Identify and plan future capital works, major repairs and asset replacement requirements.
- Work with the Director of Finance to develop the annual clubhouse and facilities budget and monitor expenditure against it.
- Ensure relevant safety, compliance and procurement requirements are followed.
- Ensure committees within the portfolio report regularly and provide recommendations where required.
- Work with the Director – Commercial Operations on facility matters affecting the restaurant, bar, functions and leased premises.
- Encourage delegation and succession planning across the portfolio.
- Prepare an annual report on the portfolio for inclusion in the Club’s Annual Report.

ROLE ENTRY REQUIREMENTS

- Be a current financial member of Avoca Beach SLSC and satisfy the Club’s constitutional eligibility requirements.
- Hold a Working with Children Check where required, or be willing to obtain one.
- Complete required SLS safeguarding and safer club awareness training.
- Have sufficient capacity to undertake the responsibilities of the role.

KEY CHALLENGES IN THE ROLE	
• Balancing immediate maintenance needs with longer-term building and asset planning. • Coordinating committees, volunteers, contractors and competing priorities. • Maintaining safe and fit-for-purpose facilities within approved budgets. • Ensuring responsibilities are delegated rather than concentrated in one person.	
SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
• Leadership and delegation. • Organisation and prioritisation. • Clear communication. • Problem-solving and practical decision-making. • Contractor and stakeholder coordination. • Basic budget and risk management.	• Club governance and delegated authority. • Facilities, maintenance and asset management. • Risk, safety and contractor management. • Club policies, procurement and confidentiality requirements.
PREFERRED QUALIFICATIONS OR EXPERIENCE	
• Facilities, building, construction, trades or property management. • Project or contractor management. • Committee or Board experience.	• Workplace safety or asset management. • Surf Life Saving, sporting or community organisations.
PERSONAL CHARACTERISTICS	
• Integrity and sound judgement. • Organised, accountable and reliable. • Collaborative and approachable.	• Able to delegate and work effectively with volunteers, staff and contractors. • Resilient and able to manage competing priorities.
KEY STAKEHOLDER RELATIONSHIPS	
President; Board of Directors; Director of Finance; Director – Commercial Operations; Director of Administration; Building Committee; Gym Committee; Club Management Team; staff; contractors; suppliers; volunteers and members.	