



Mornington Life Saving Club – President Role Description

The following role description provides key elements of the President position.

Position	Location	Time Commitment	Position Description Completed
President	Mornington Life Saving Club		20 June 2025

PURPOSE STATEMENT

The club President is the principal leader of the club and has overall responsibility for the club’s governance and administration.

ROLE & RESPONSIBILITIES

- Act as a facilitator for Club activities and voice members views at appropriate forums
- Act as the principal leader with overall responsibility for the Club’s governance and administration
- Be responsible for Club planning, including succession and business planning
- Engage sponsors and supporters
- Ensure all Club activities are carried out within the laws of Victoria
- Ensure all rules and regulations of the Club are upheld
- Ensure financial, social and structural viability of the Club is established and maintained
- Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- Facilitate meetings, including committee, executive and annual general meeting
- Identify and communicate to members opportunities available at Club, state and national levels
- Introduce the club’s strategic plan and ongoing review and management of this plan
- Represent the Club appropriately at local, regional, state and national levels
- Work with the committee to set the overall committee agenda and help the committee prioritise its goals and ensure office bearers work within this framework
- Induct and support club management team members into their position and support them in their roles

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of Mornington Life Saving Club
- Complete Child Safe Awareness training
- Complete Club Governance training
- Working with Children Check



ROLE TASKS

- Exposure to potentially traumatic incidents, material, and potentially traumatised people
- Managing expectations and resolving conflicts
- Volunteering flexibly and travelling to attend sites after hours and on weekends as required
- Succession planning
- Engaging with and educating volunteers on processes

SELECTION CRITERIA

DESIRED SKILLS	DESIRED KNOWLEDGE
<ul style="list-style-type: none"> • Ability to manage own workload and conflicting priorities while consistently adhering to LSV protocols • Ability to respond promptly and appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately to meet timeline • Clear communication skills • High problem-solving ability: analysing available information and choosing the optimal solution • Leadership and business management skills • Basic computer skills 	<ul style="list-style-type: none"> • Knowledge of SLSA & LSV constitutions, regulations, policies, guidelines and procedures • Knowledge of Victorian legislation • Knowledge of local, state and national strategic and business plans available and referring individuals where necessary • Knowledge of SLSA organisational governance • Self-awareness in relation to their level of competence and any limitations. • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations.
PREFERRED QUALIFICATIONS OR EXPERIENCE	
<ul style="list-style-type: none"> • Tertiary qualification in Accounting, Finance, Business Management or Business Administration 	<ul style="list-style-type: none"> • Business owner • Management experience • SLS committee chairperson • Prior bookkeeping experience • Prior experience in the preparation of bank reconciliations, balance sheet and profit and loss statements



PERSONAL CHARACTERISTICS	
<ul style="list-style-type: none"> • Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills 	<ul style="list-style-type: none"> • Integrity • Organised • Professional yet affable • Resilient • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
<ul style="list-style-type: none"> • LSV Member Protection Officer • Club Sponsors • Council of Lifesaving Club delegates • LSV Club Support team • LSV Area Life Saving Managers • LSV Volunteer Training • LSV Sport 	<ul style="list-style-type: none"> • LSV Membership and Leadership Development • SLSA Club Complaints Officer • Members of the Club Management Team • Previous and other current holders of the role • Government Officials • Local Council • General members

DRAFT



Timeline of Priorities

Below is a template for a timeline of priorities for you to fill out relevant to your role including some of the key tasks we see as crucial for the smooth running of your club year. You can add or subtract from this list as necessary. Patrol Season is from November to April.

July	August	September
<ol style="list-style-type: none"> Review / develop strategic plan Plan any recruitment/retention activities Lead monthly management team/board meeting 	<ol style="list-style-type: none"> Raising the Flags Season begins Induction of new Club Management Team members Pres-season briefings to club management team Lead monthly management team/board meeting 	<ol style="list-style-type: none"> LSV Club Conference for pre-season information Lead monthly management team/board meeting
October	November	December
<ol style="list-style-type: none"> Complete pre-season planning and notify your team of any changes Lead monthly management team/board meeting 	<ol style="list-style-type: none"> Raising the Flags Season begins Induction of new Club Management Team members Pres-season briefings to club management team Lead monthly management team/board meeting 	<ol style="list-style-type: none"> Lead monthly management team/board meeting
January	February	March
<ol style="list-style-type: none"> Lead monthly management team/board meeting 	<ol style="list-style-type: none"> Lead monthly management team/board meeting 	<ol style="list-style-type: none"> End of Season Lead monthly management team/board meeting
April	May	June
<ol style="list-style-type: none"> Send awards of excellence nominations LSV Lead monthly management team/board meeting 	<ol style="list-style-type: none"> Submit Presidents reports for annual reports Lead monthly management team/board meeting 	<ol style="list-style-type: none"> Review season Review financials and submit to auditor Lead monthly management team/board meeting

What You Need To Do And When

Below is a high level summary of what tasks you need to perform.

During Patrol Season (September – April)	Off Patrol Season (May – August)
Attend meeting	Attend and lead pre-season meetings
Complete annual club compliance requirements	Complete a Club health check
Engage Stakeholders	Engage Sponsors
Monitor club financials	Monitor club financials
Monitor member recognition and awards	Plan for next season
Plan and chair regular club management team meetings	Review the previous season
Support and thank all Club members	Strategic Plan



Attend and engage with Council of Lifesaving Club meetings	Succession plan
Participate in presidential regional networking forums	Support and thank all Club members

DRAFT