



OREWA SLSC BOARD POSITION DESCRIPTIONS 2023

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MEMBERSHIP OF THE BOARD

The Board will be formed from the following positions:

- President
- Chairperson
- Secretary
- Chairperson - Planning, Finance and Administration Committee / Director of Finance
- Chairperson - Building Committee
- Chairperson - Lifesaving Committee
- Chairperson - Sport Committee
- Chairperson - Junior Committee
- Chairperson - Membership Committee



OREWA SLSC BOARD POSITION DESCRIPTIONS 2023

BOARD POSITIONS

Position Title: ***PRESIDENT***

Reports to: Board

Term: A two year term which is elected in an odd year at the Orewa SLSC AGM

Key Relationships:

Internal Board Members Membership Contractors	External SLSNR and SLSNZ Staff Other Club Chairpersons/Presidents Council Sponsors Donors
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Objective of Position: Club planning, liaison with SLSNR and SLSNZ, represents the club publicly

Desirable Attributes:

<ul style="list-style-type: none">▪ Able to manage people▪ Excellent communication skills▪ Planning Skills	<ul style="list-style-type: none">▪ Leadership skills▪ Planning experience▪ Broad understanding of the club and wider issues.
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Meetings:

- Board meetings
- SLSNZ (AGM)
- Planning, Administration and Finance Operational Committee

Responsibilities and Duties:

- Prepare and provide reports to the Board.
- Attend Board and other meetings as required.
- Assists with the regular review and update of Constitution, regulations and policies with aid of Operational Committees.
- Assists with Club strategic and annual plans.
- Monitors progress against plans and assists allocation of resources where necessary.
- Liaison with SLSNR and Surf Lifesaving New Zealand.
- Public face of Club as delegated by Chairperson.
- Attend club functions.
- Liaison with sponsors/donors.
- Manage key stakeholder relationships.
- Presides over the Orewa Honors and Awards subcommittee.
- Facilitates a collaborative approach to Club Operations.
- In conjunction with Board members completes:
 - the annual risk management assessment,
 - annual membership survey,
 - fixed asset management plan.



OREWA SLSC BOARD POSITION DESCRIPTIONS 2023

Position Title:	CHAIRPERSON												
Reports to:	Board												
Term:	A two year term which is elected in an even year at the Orewa SLSC AGM												
Key Relationships:	<table><tr><td>Internal</td><td>External</td></tr><tr><td>Board Members</td><td>SLSNR and SLSNZ Staff</td></tr><tr><td>Membership</td><td>Other Club Chairpersons</td></tr><tr><td>Contractors</td><td>Council</td></tr><tr><td></td><td>Sponsors</td></tr><tr><td></td><td>Donors</td></tr></table>	Internal	External	Board Members	SLSNR and SLSNZ Staff	Membership	Other Club Chairpersons	Contractors	Council		Sponsors		Donors
Internal	External												
Board Members	SLSNR and SLSNZ Staff												
Membership	Other Club Chairpersons												
Contractors	Council												
	Sponsors												
	Donors												
Objective of Position:	Chairs all Board meetings, oversees implementation of the constitution, regulations, rules and policies approved by the Board and ensures that appropriate administrative and operational systems are established and maintained. Takes a leadership role in Club planning and management and liaises with SLSNR and SLSNZ.												
Desirable Attributes:	<table><tr><td><ul style="list-style-type: none">▪ Able to manage people▪ Excellent communication skills▪ Planning Skills</td><td><ul style="list-style-type: none">▪ Leadership skills▪ Planning experience▪ Broad understanding of the club and wider issues.</td></tr></table>	<ul style="list-style-type: none">▪ Able to manage people▪ Excellent communication skills▪ Planning Skills	<ul style="list-style-type: none">▪ Leadership skills▪ Planning experience▪ Broad understanding of the club and wider issues.										
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Meetings:	<ul style="list-style-type: none">▪ Board meetings▪ Planning, Administration and Finance Operational Committee▪ SLSNR and SLSNZ▪ Club Chairs committee												
Responsibilities and Duties:	<ul style="list-style-type: none">▪ Be directly responsible for the establishment, maintenance and monitoring of and conformance with the constitution, policies, management systems, strategy, management plans and budget.▪ Attend and preside at all Board meetings.▪ Delegate duties to appropriate officers and members, perform any other duties that are necessary for the successful execution of the Orewa SLSC management plan.▪ Ensuring an ethical standard of the club is maintained▪ Prepare and provide reports to the Board.▪ Attend Board and other meetings as required.▪ Assists with the regular review and update of Constitution, regulations and policies with aid of Operational Committees.▪ Assists with Club strategic and annual plans.▪ Monitors progress against plans and assists allocation of resources where necessary.▪ Liaison with SLSNR and Surf Lifesaving New Zealand.▪ Attend club functions.▪ Liaison with sponsors/donors.▪ Manage key stakeholder relationships.▪ Induction of new Board members.▪ Facilitates a collaborative approach to Club Operations.▪ In conjunction with Board members completes:<ul style="list-style-type: none">○ the annual risk management assessment,○ annual membership survey,○ fixed asset management plan.												



OREWA SLSC BOARD POSITION DESCRIPTIONS 2023

Position Title:	SECRETARY	
Reports to:	Board	
Term:	A two year term which is elected in an odd year at the Orewa SLSC AGM	
Key Relationships:	Internal Board Members Membership Contractors	External SLSNR and SLSNZ Staff
Objective of Position:	Develop and maintain constitution, administrative policies and other tasks as delegated by the Chairman	
Desirable Attributes:	<ul style="list-style-type: none">▪ Effective time management▪ Written & oral communication ability▪ Able to manage people effectively	<ul style="list-style-type: none">▪ Well organised▪ Ability to keep accurate records
Meetings:	<ul style="list-style-type: none">▪ Board meetings▪ Planning, Administration and Finance Operational Committee	
Responsibilities and Duties:	<ul style="list-style-type: none">▪ Attend Board meetings▪ Prepare and provide reports to the Board.▪ Directly responsible for all Paid Contractors and Employees; including maintenance of contract, review of pay and performance, setting KPI's etc▪ Employment/contracts of paid positions.▪ Ensuring an ethical standard of the club is maintained▪ Prepare and provide reports to the Board.▪ Attend Board and other meetings as required.▪ Assists with the regular review and update of Constitution, regulations and policies.▪ Assists with Club strategic and annual plans.▪ Liaison with SLSNR and Surf Lifesaving New Zealand.▪ Attend club functions.▪ Manage key stakeholder relationships.▪ Facilitates a collaborative approach to Club Operations.▪ In conjunction with Board members completes:<ul style="list-style-type: none">○ the annual risk management assessment,○ annual membership survey,○ fixed asset management plan.	



OREWA SLSC BOARD POSITION DESCRIPTIONS 2023

Position Title: ***FINANCE, PLANNING AND ADMINISTRATION CHAIRPERSON / DIRECTOR OF FINANCE***

Reports to: Board

Term: A two year term which is elected in an even year at the Orewa SLSC AGM

Key Relationships:

<p>Internal</p> <ul style="list-style-type: none"> Board Planning, Finance and Administration Committee Membership Contractors 	<p>External</p> <ul style="list-style-type: none"> SLSNR/SLSNZ Staff Other Clubs Funders Sponsors
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Objective of Position: The Planning, Finance & Administration Chairperson is responsible for overseeing the management of the Club Planning, Finance and Administration Committee. This includes effectively managing and monitoring club financial affairs, identifying strategies to develop funding streams and optimise the effective use of the funds available.

Desirable Attributes:

<ul style="list-style-type: none"> ▪ Financial management skills ▪ Well organised ▪ Able to manage people effectively ▪ Leadership skills ▪ Uses sound information and collaborative approach to make good decisions ▪ Effective time management 	<ul style="list-style-type: none"> ▪ Excellent communication skills ▪ Planning Skills ▪ Pro-active, motivated and focused ▪ Delegation skills ▪ Excellent motivator ▪ Written & oral communication ability ▪ Ability to keep accurate records ▪ Accounting attributes
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Meetings: Board meetings
Planning, Finance and Administration Committee meetings

Responsibilities and Duties:

- Chairs committee meetings.
- Prepare agendas and Chairs Committee Meetings and record these meetings in appropriate minute format (Set dates for monthly meeting of the Committee)
- Delegate functions to the appropriate committee members.
- Provides accurate and timely reports to the Board.
- Report back to the Planning, Finance and Admin Committee regarding Board decisions
- With the assistance of the administrator:
 - Prepare a monthly cash flow statement, debtors list, for the Board.
 - Provide Board with copy of the monthly bank statement.
 - Prepare end of year accounts and have auditor complete audit.
 - Record receipt and payment of funds.
 - Monitor performance against budget
- Ensure the preparation of annual Planning, Finance and Admin plan and budget
- Obtains Board approval of the budget and plans.
- Implement, monitor and review progress of the plans.
- Distribute minutes to Operational Committee members and to the Board
- Escalates decisions to the Board where necessary
- Ensures necessary and timely communications to the membership from the committee.
- Provides a report to the Administrator for the annual report.
- Can co-opt additional members to their specific committee as necessary.
- Ensures expenditure is within the budgeted amount approved by the Board.
- Develops regulations and policies for subsequent approval of the Board.
- Implements approved regulations and policies.
- Collaborates with other operational committees to optimise the benefit to the Club.
- Ensures necessary administration functions are completed



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- Ensures a high standard of financial management is maintained.
- Drives the Club funding activities and ensures that all sponsorship and fundraisings is prioritised according to overall need, controlled centrally and in line with club policies.



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Position Title:	LIFESAVING CHAIRPERSON										
Reports to:	Board										
Term:	A two year term which is elected in an odd year at the Orewa SLSC AGM										
Key Relationships:	<table><tr><td>Internal</td><td>External</td></tr><tr><td>Board</td><td>SLSNR/SLSNZ Staff</td></tr><tr><td>Lifesaving Committee</td><td>Other Clubs</td></tr><tr><td>Membership</td><td>Other external agencies</td></tr><tr><td>Contractors</td><td></td></tr></table>	Internal	External	Board	SLSNR/SLSNZ Staff	Lifesaving Committee	Other Clubs	Membership	Other external agencies	Contractors	
Internal	External										
Board	SLSNR/SLSNZ Staff										
Lifesaving Committee	Other Clubs										
Membership	Other external agencies										
Contractors											
Objective of Position:	The Lifesaving Chairperson is responsible for overseeing the management of the Lifesaving Committee and all Lifesaving Operations on behalf of Orewa SLSC										
Desirable Attributes:	<table><tr><td><ul style="list-style-type: none">▪ Financial management skills▪ Well organised▪ Able to manage people▪ Leadership skills▪ Uses sound information and collaborative approach to make good decisions</td><td><ul style="list-style-type: none">▪ Excellent communication skills▪ Planning Skills▪ Pro-active, motivated and focused▪ Delegation skills▪ Excellent motivator</td></tr></table>	<ul style="list-style-type: none">▪ Financial management skills▪ Well organised▪ Able to manage people▪ Leadership skills▪ Uses sound information and collaborative approach to make good decisions	<ul style="list-style-type: none">▪ Excellent communication skills▪ Planning Skills▪ Pro-active, motivated and focused▪ Delegation skills▪ Excellent motivator								
<ul style="list-style-type: none">▪ Financial management skills▪ Well organised▪ Able to manage people▪ Leadership skills▪ Uses sound information and collaborative approach to make good decisions	<ul style="list-style-type: none">▪ Excellent communication skills▪ Planning Skills▪ Pro-active, motivated and focused▪ Delegation skills▪ Excellent motivator										
Meetings:	Board meetings Lifesaving Committee meetings										
Responsibilities and Duties:	<ul style="list-style-type: none">▪ Chairs committee meetings.▪ Arranges and attends committee meetings.▪ Delegate functions to the appropriate committee members.▪ Ensures accurate minutes are kept.▪ Provides accurate and timely reports to the Board.▪ Report back to the Lifesaving Committee regarding Board decisions▪ Ensure the preparation of annual Lifesaving plan and budget▪ Obtains Board approval of the budget and plans.▪ Implement, monitor and review progress of the plans.▪ Set dates for monthly meeting of the Committee▪ Prepare agendas and Chairs Committee Meetings and record these meetings in appropriate minute format▪ Distribute minutes to Operational Committee members and to the Board▪ Escalates decisions to the Board where necessary▪ Ensures necessary and timely communications to the membership from the committee.▪ Provides a report to the Administrator for the annual report.▪ Can co-opt additional members to their specific committee as necessary.▪ Ensures expenditure is within the budgeted amount approved by the Board.▪ Develops regulations and policies for subsequent approval of the Board.▪ Implements approved regulations and policies.▪ Collaborates with other operational committees to optimise the benefit to the Club.▪ Ensure Patrol Operations Manual (POM) is submitted to the Board for approval.▪ Ensures sufficiently skilled lifeguards are available to maintain patrols.▪ Ensures a review of data from previous season and identifies improvement opportunities										



OREWA SLSC BOARD POSITION DESCRIPTIONS 2023

Position Title:	SPORT CHAIRPERSON												
Reports to:	Chairman												
Term:	A two year term which is elected in an even year at the Orewa SLSC AGM												
Key Relationships:	<table><tr><td>Internal</td><td>External</td></tr><tr><td>Board</td><td>SLSNR/SLSNZ officials</td></tr><tr><td>Sport committee</td><td></td></tr><tr><td>Contractors</td><td></td></tr><tr><td>Coaches</td><td></td></tr><tr><td>Athletes</td><td></td></tr></table>	Internal	External	Board	SLSNR/SLSNZ officials	Sport committee		Contractors		Coaches		Athletes	
Internal	External												
Board	SLSNR/SLSNZ officials												
Sport committee													
Contractors													
Coaches													
Athletes													
Objective of Position:	To supervise the coach and manage the team at carnivals.												
Desirable Attributes:	<table><tr><td><ul style="list-style-type: none">▪ Financial management skills▪ Well organised▪ Able to manage people▪ Leadership skills▪ Uses sound information and collaborative approach to make good decisions</td><td><ul style="list-style-type: none">▪ Excellent communication skills▪ Planning Skills▪ Pro-active, motivated and focused▪ Delegation skills▪ Excellent motivator</td></tr></table>	<ul style="list-style-type: none">▪ Financial management skills▪ Well organised▪ Able to manage people▪ Leadership skills▪ Uses sound information and collaborative approach to make good decisions	<ul style="list-style-type: none">▪ Excellent communication skills▪ Planning Skills▪ Pro-active, motivated and focused▪ Delegation skills▪ Excellent motivator										
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Meetings:	<ul style="list-style-type: none">▪ Sport Committee meetings												
Responsibilities and Duties:	<ul style="list-style-type: none">▪ Chairs committee meetings.▪ Arranges and attends committee meetings.▪ Delegate functions to the appropriate committee members.▪ Ensures accurate minutes are kept.▪ Provides accurate and timely reports to the Board.▪ Report back to the Sports Committee regarding Board decisions▪ Ensure the preparation of annual Sports plan and budget▪ Obtains Board approval of the budget and plans.▪ Implement, monitor and review progress of the plans.▪ Set dates for monthly meeting of the Committee▪ Prepare agendas and Chairs Committee Meetings and record these meetings in appropriate minute format▪ Distribute minutes to Operational Committee members and to the Board▪ Escalates decisions to the Board where necessary▪ Ensures necessary and timely communications to the membership from the committee.▪ Provides a report to the Administrator for the annual report.▪ Can co-opt additional members to their specific committee as necessary.▪ Ensures expenditure is within the budgeted amount approved by the Board.▪ Develops regulations and policies for subsequent approval of the Board.▪ Implements approved regulations and policies.▪ Collaborates with other operational committees to optimise the benefit to the Club.▪ Ensure necessary resources to develop and maintain an excellent sport programme are in place.▪ Supervises the Head Coach												



OREWA SLSC BOARD POSITION DESCRIPTIONS 2023

Position Title:	<i>JUNIOR SURF CHAIRPERSON</i>	
Reports to:	Chairman	
Term:	A two year term which is elected in an odd year at the Orewa SLSC AGM	
Key Relationships:	Internal Board Junior Surf Committee Administrator Club Coach Contractors	External SLSNR staff
Objective of Position:	Manage the Junior Surf section of the club to ensure delivery of a robust junior surf programme.	
Desirable Attributes:	<ul style="list-style-type: none">▪ Able to manage people▪ Excellent communication skills▪ Planning Skills	<ul style="list-style-type: none">▪ Motivation skills▪ Leadership skills▪ Excellent public speaking skills
Meetings:	<ul style="list-style-type: none">▪ Board meetings▪ Junior Surf meetings▪ Attend SLSNR meetings as necessary	
Responsibilities and Duties:	<ul style="list-style-type: none">▪ Chairs committee meetings.▪ Arranges and attends committee meetings.▪ Delegate functions to the appropriate committee members.▪ Ensures accurate minutes are kept.▪ Provides accurate and timely reports to the Board.▪ Report back to the Junior Sports Committee regarding Board decisions▪ Ensure the preparation of annual Junior Sports plan and budget▪ Obtains Board approval of the budget and plans.▪ Implement, monitor and review progress of the plans.▪ Set dates for monthly meeting of the Committee▪ Prepare agendas and Chairs Committee Meetings and record these meetings in appropriate minute format▪ Distribute minutes to Operational Committee members and to the Board▪ Escalates decisions to the Board where necessary▪ Ensures necessary and timely communications to the membership from the committee.▪ Provides a report to the Administrator for the annual report.▪ Can co-opt additional members to their specific committee as necessary.▪ Ensures expenditure is within the budgeted amount approved by the Board.▪ Develops regulations and policies for subsequent approval of the Board.▪ Implements approved regulations and policies.▪ Collaborates with other operational committees to optimise the benefit to the Club.▪ Have overall responsibility of the Orewa Junior Surf programme▪ Ensure club policies and procedures are followed and that all members are treated fairly.▪ Receive all sponsorship and donations and manage in accordance with Club policies.▪ Receive and coordinate appropriate responses to issues in accordance with Club policies.▪ Prepare an annual report for the Club AGM▪ Ensure club policies that apply to the juniors are developed, reviewed and ensure compliance with club policies.▪ Organise the junior prize giving.▪ Promote Awards of excellence for U14 and Rookies.	



OREWA SLSC BOARD POSITION DESCRIPTIONS 2023

Position Title:	<i>BUILDING CHAIRPERSON</i>										
Reports to:	Board										
Term:	A two year term which is elected in an odd year at the Orewa SLSC AGM										
Key Relationships:	<table><tr><td>Internal</td><td>External</td></tr><tr><td>Board</td><td>SLSNR/SLSNZ Staff</td></tr><tr><td>Building Committee</td><td>Other Clubs</td></tr><tr><td>Membership</td><td></td></tr><tr><td>Contractors</td><td></td></tr></table>	Internal	External	Board	SLSNR/SLSNZ Staff	Building Committee	Other Clubs	Membership		Contractors	
Internal	External										
Board	SLSNR/SLSNZ Staff										
Building Committee	Other Clubs										
Membership											
Contractors											
Objective of Position:	The Building Chairperson is responsible for overseeing the management of the Building Committee										
Desirable Attributes:	<table><tr><td><ul style="list-style-type: none">▪ Financial management skills▪ Well organised▪ Able to manage people▪ Leadership skills▪ Uses sound information and collaborative approach to make good decisions</td><td><ul style="list-style-type: none">▪ Excellent communication skills▪ Planning Skills▪ Pro-active, motivated and focused▪ Delegation skills▪ Excellent motivator</td></tr></table>	<ul style="list-style-type: none">▪ Financial management skills▪ Well organised▪ Able to manage people▪ Leadership skills▪ Uses sound information and collaborative approach to make good decisions	<ul style="list-style-type: none">▪ Excellent communication skills▪ Planning Skills▪ Pro-active, motivated and focused▪ Delegation skills▪ Excellent motivator								
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Meetings:	Board meetings Building Committee meetings Attend SLSNR meetings as necessary (Surf 10 / 20 etc)										
Responsibilities and Duties:	<ul style="list-style-type: none">▪ Chairs committee meetings.▪ Arranges and attends committee meetings.▪ Delegate functions to the appropriate committee members.▪ Ensures accurate minutes are kept.▪ Provides accurate and timely reports to the Board.▪ Report back to the Building Committee regarding Board decisions▪ Ensures building maintenance is planned, budgeted and undertaken as appropriate.▪ Obtains Board approval of the budget and plans.▪ Implement, monitor and review progress of the plans.▪ Set dates for monthly meeting of the Committee▪ Prepare agendas and Chairs Committee Meetings and record these meetings in appropriate minute format▪ Distribute minutes to Operational Committee members and to the Board▪ Escalates decisions to the Board where necessary▪ Ensures necessary and timely communications to the membership from the committee.▪ Provides a report to the Administrator for the annual report.▪ Can co-opt additional members to their specific committee as necessary.▪ Ensures expenditure is within the budgeted amount approved by the Board.▪ Develops regulations and policies for subsequent approval of the Board.▪ Implements approved regulations and policies.▪ Collaborates with other operational committees to optimise the benefit to the Club.▪ Ensures the Bar is operated properly▪ Oversees planning for and development of all club buildings (current and new buildings)▪ Oversee the correct and proper use of the club rooms including accommodation and functions.										



OREWA SLSC BOARD POSITION DESCRIPTIONS 2023

Position Title:	MEMBERSHIP CHAIRPERSON	
Reports to:	Board	
Term:	A two year term which is elected in an even year at the Orewa SLSC AGM	
Key Relationships:	Internal Board Membership Committee Membership Life Saving, Sport, Junior Committees Club Administrator Contractors to Club (eg fundraisers etc)	External SLSNR/SLSNZ Staff Other Clubs
Objective of Position:	The Membership Chairperson is responsible for overseeing the management of the Club Membership Committee with key functions: Club Culture, Brand, Communication & Recruitment aligned to the strategic plan	
Desirable Attributes:	<ul style="list-style-type: none">▪ Financial management skills▪ Well organised▪ Able to manage people▪ Leadership skills▪ Uses sound information and collaborative approach to make good decisions	<ul style="list-style-type: none">▪ Excellent communication skills▪ Planning Skills▪ Pro-active, motivated and focused▪ Delegation skills▪ Excellent motivator
Meetings:	Board meetings Membership Committee meetings	
Responsibilities and Duties:	<p>Strategic</p> <ul style="list-style-type: none">▪ Collaborates with other operational committees to optimise the culture alignment of the Club.▪ Sets recruitment plan to raise awareness to our community and members of membership lifecycle opportunities, skill development pathways and community education programs.▪ Sets strategic communications plan.▪ Works with operational committees to set strategy/communications for recruitment across all membership volunteer roles eg event guards, surf officials. <p>Operational</p> <ul style="list-style-type: none">▪ Arranges, Chairs and attends Committee meetings.▪ Prepare agendas and Chairs Committee meetings.▪ Ensures accurate minutes are kept & provides accurate and timely reports to the Board.▪ Delegate functions to the appropriate committee members.▪ Report back to the Membership Committee regarding Board decisions.▪ Ensure the preparation of annual Membership Committee plan and budget.▪ Obtain Board approval of the budget and plans.▪ Ensure expenditure is within the budgeted amount approved by the Board.▪ Implement, monitor and review progress of the plans.▪ Escalates decisions to the Board where necessary.▪ Ensures necessary and timely communications to the membership from the committee.▪ Provides a report to the Administrator for the annual report.▪ Co-opts additional members to their specific committee as necessary and seeks Board ratification of these appointments.▪ Develops regulations and policies as appropriate, for subsequent approval of the Board.▪ Implements approved regulations and policies.▪ Ensure public relations are managed in a positive manner providing the community with an excellent impression of the club.▪ Oversees social functions to promote positive club culture and community.▪ Supports recruitment, education of what we offer to the community.▪ Ensure membership protection is maintained.	



ŌREWA SLSC BOARD POSITION DESCRIPTIONS 2023
