

Board Director

POSITION DESCRIPTION

Term Length:	Board directors serve a term of one year, with the possibility of reappointment for subsequent terms.
Specified Role	Accommodation Director

Overview:

The Board Director is responsible for providing strategic and operational leadership and governance to ensure that St George Alpine Club fulfils its obligations to all members. This position involves collaborating with other board members, engaging with members, stakeholders, and overseeing the management of the club's operations and programs.

The Accommodation Director is responsible for overseeing the management, maintenance, and operations of all accommodation facilities owned or operated by the ski club. This role involves ensuring that accommodations are safe, clean, and welcoming for members and guests while maintaining high standards of service and operational efficiency.

Key Responsibility Areas

Key Result Area	General Duties
Governance and Leadership:	<ul style="list-style-type: none">Develop and implement all strategic and operation plans in alignment with the club's goals.Ensure the club operates in compliance with legal and regulatory requirements.Provide oversight and guidance for all stakeholders.Foster a positive and collaborative board culture.Identify opportunities to enhance the club's accommodation and service offerings.
Operations:	<ul style="list-style-type: none">Contact point for members in relation to any operational requirements to both lodges including pre and post season cleaning requirements.Repairs and maintenance – whilst owned by the Property Director, any Director may be called on from time to time to provide support with repairs or maintenance tasksSupplies – manage stocktakes, delivery of supplies etcCoordinate and attend working bees whilst encouraging the inclusion of members to participate.
Financial Oversight:	<ul style="list-style-type: none">Approve annual budgets and monitor financial performance.Ensure effective financial management and resource allocation.
Stakeholder Engagement:	<ul style="list-style-type: none">Represent the ski club to members, partners, and the community.Build and maintain relationships with key stakeholders.Attend community meetings such as AGM's for Body Corporate and AssociationsPromote the club's activities and achievements.

Board Meetings:	<ul style="list-style-type: none"> Attend and actively participate in board meetings. Contribute to decision-making processes and discussions. Review and approve meeting minutes and board documents.
Reporting and Documentation:	<ul style="list-style-type: none"> Prepare and present regular reports to the board on specific responsibilities in a timely manner for Board Meetings, AGM or special projects. Maintain accurate records of reference material, purchases and financial transactions.
Specific Accommodation Director Duties	
Accommodation Management:	<ul style="list-style-type: none"> Work closely with the Booking Officer to monitor and manage availability of accommodation and address member needs. Ensure the effective and efficient management of all accommodation facilities.
Maintenance and Upkeep:	<ul style="list-style-type: none"> Identify the maintenance and repair requirements and liaise with the Property Director to ensure effective management of all facilities. Coordinate with Property Director and external contractors for facility upkeep, ensuring the Board is across any requirements. Ensure compliance with health and safety regulations and standards.
Guest Services:	<ul style="list-style-type: none"> Provide excellent customer service to all members and guests. Address and resolve any accommodation-related issues or complaints. Gather feedback from guests to improve services.

Selection Criteria

Criteria	Mandatory	Desirable
Qualifications:	<ul style="list-style-type: none"> Strong commitment to the ski club's culture and inclusiveness. Previous experience in governance, leadership, or board roles. Excellent communication and interpersonal skills. Financial acumen and experience with budget management. Ability to work collaboratively and build consensus. Registered Director ID 	<ul style="list-style-type: none"> Previous experience in hospitality management, facility management, or a related field. Strong organizational and leadership skills. Excellent communication and customer service skills. Ability to work collaboratively and build consensus.
Time Commitment:	<ul style="list-style-type: none"> Attendance at regular board meetings. Participation in sub committees and specific club events, activities and wider community meetings. Additional time for committee work and special projects as needed. Between 10 – 30 hours per month 	<ul style="list-style-type: none"> Support other Board roles as required in peak times or projects.