

Board Director

POSITION DESCRIPTION

Term Length:	Board directors serve a term of one year, with the possibility of reappointment for subsequent terms.
Specified Role	Communications 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 Communications Director is responsible for managing all internal and external communications for the ski club, ensuring clear, consistent, and engaging messaging that aligns with the club's objectives, operational requirements and values.

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 lodgesRepairs 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 Communications Director Duties	
Internal Communications:	<ul style="list-style-type: none"> • Develop and distribute regular newsletters, updates, and announcements to club members. • Manage communication platforms, including email, social media.
External Communications:	<ul style="list-style-type: none"> • Manage and promote SGAC Facebook page to be used for community engagement and regular member updates for both lodges. • Promote the ski club's activities, events, and achievements through social media posts, bi annual newsletters and the websites. • Create engaging and informative content for newsletters, social media • Ensure that all communications are consistent with the club's branding and messaging guidelines. • Capture and share photos and stories from club events and activities encouraging all board Directors and members to do so also. • Foster relationships with local media, association, sponsors, and other stakeholders to enhance the club's visibility and reputation.

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"> • Excellent written and verbal communication skills. • Strong organisational and time-management skills. • Experience in content creation, social media management, and public relations. • Ability to work collaboratively with other board members and volunteers. • Familiarity with the ski resort community.
Skills	<ul style="list-style-type: none"> • Strong organisational and administrative skills. • Excellent communication and interpersonal skills. • Ability to work independently and as part of a team. 	<ul style="list-style-type: none"> • Financial and operational business experience • Previous Board and Director experience
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"> • Depending on comms activities but estimated 10-20 hours per month