

# Board Director

## POSITION DESCRIPTION

<b>Term Length:</b>	Board directors serve a term of one year, with the possibility of reappointment for subsequent terms.
<b>Specified Role</b>	Membership 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 Membership Director is responsible for overseeing all aspects of membership management for the ski club. This includes member recruitment, engagement, and retention strategies to ensure a vibrant and active membership base. The role is the primary point of contact for current and prospective members.

### Key Responsibility Areas

Key Result Area	General Duties
<b>Governance and Leadership:</b>	<ul style="list-style-type: none"> <li>Develop and implement all strategic and operation plans in alignment with the club's goals.</li> <li>Ensure the club operates in compliance with legal and regulatory requirements.</li> <li>Provide oversight and guidance for all stakeholders.</li> <li>Foster a positive and collaborative board culture.</li> <li>Identify opportunities to enhance the club's accommodation and service offerings.</li> </ul>
<b>Operations:</b>	<ul style="list-style-type: none"> <li>Contact point for members in relation to any operational requirements to both lodges</li> <li>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 tasks</li> <li>Supplies – manage stocktakes, delivery of supplies etc</li> <li>Coordinate and attend working bees whilst encouraging the inclusion of members to participate.</li> </ul>
<b>Financial Oversight:</b>	<ul style="list-style-type: none"> <li>Approve annual budgets and monitor financial performance.</li> <li>Ensure effective financial management and resource allocation.</li> </ul>
<b>Stakeholder Engagement:</b>	<ul style="list-style-type: none"> <li>Represent the ski club to members, partners, and the community.</li> <li>Build and maintain relationships with key stakeholders.</li> <li>Attend community meetings such as AGM's for Body Corporate and Associations</li> <li>Promote the club's activities and achievements.</li> </ul>
<b>Board Meetings:</b>	<ul style="list-style-type: none"> <li>Attend and actively participate in board meetings.</li> <li>Contribute to decision-making processes and discussions.</li> </ul>

	<ul style="list-style-type: none"> <li>Review and approve meeting minutes and board documents.</li> </ul>
<b>Reporting and Documentation:</b>	<ul style="list-style-type: none"> <li>Prepare and present regular reports to the board on specific responsibilities in a timely manner for Board Meetings, AGM or special projects.</li> <li>Maintain accurate records of reference material, purchases and financial transactions.</li> </ul>
<b>Specific Membership Director Duties</b>	
<b>Membership Recruitment:</b>	<ul style="list-style-type: none"> <li>Manage relevant strategies to attract new members when required.</li> <li>Coordinate all requests for A,B and C memberships</li> <li>Manage all enquiries regarding O memberships, direction to the website</li> <li>Ensure membership information is easily accessible and detailed for prospective members and O members.</li> </ul>
<b>Membership Retention:</b>	<ul style="list-style-type: none"> <li>Monitor membership renewal rates and report to the board as required.</li> <li>Identify any members that are not financial and liaise with them as required.</li> </ul>
<b>Administrative Duties:</b>	<ul style="list-style-type: none"> <li>Maintain detailed membership records of all members contact details and financial situation. Update the register when any changes occur – ie transfer of memberships etc</li> <li>Manage O memberships and offering of new memberships that become available</li> <li>Prepare and present membership reports to the board of directors.</li> <li>Collaborate with other board members and committees to support the club's goals and</li> <li>Collaborate with other Board Directors to ensure they are aware of changes and updates</li> <li>Commence the onboarding process for all new members - website, booking process, documentation, code of conduct etc</li> </ul>

## Selection Criteria

Criteria	Mandatory	Desirable
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Strong commitment to the ski club's culture and inclusiveness.</li> <li>Previous experience in governance, leadership, or board roles.</li> <li>Excellent communication and interpersonal skills.</li> <li>Financial acumen and experience with budget management.</li> <li>Ability to work collaboratively and build consensus.</li> <li>Registered Director ID</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in membership management or a related field.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Strong organisational and administrative skills.</li> <li>Excellent communication and interpersonal skills.</li> <li>Ability to work independently and as part of a team.</li> <li>Proficiency in managing a database.</li> </ul>	<ul style="list-style-type: none"> <li>Financial and operational business experience</li> <li>Previous Board and Director experience</li> </ul>

<b>Time Commitment:</b>	<ul style="list-style-type: none"> <li>● Attendance at regular board meetings.</li> <li>● Participation in sub committees and specific club events, activities and wider community meetings.</li> <li>● Additional time for committee work and special projects as needed.</li> <li>● Between 10 – 30 hours per month</li> </ul>	<ul style="list-style-type: none"> <li>● Additional hours to support special projects</li> </ul>
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