

Board Director

POSITION DESCRIPTION

Term Length:	Board directors serve a term of one year, with the possibility of reappointment for subsequent terms.
Specified Role	Property 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 Property Director is responsible for overseeing the management, maintenance, and coordinating the development of the ski club's property assets. This role involves ensuring that all properties are well-maintained, safe, and aligned with the club's strategic and operational needs.

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.

	<ul style="list-style-type: none"> 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 Property Director Duties	
Property Management:	<ul style="list-style-type: none"> Ensure all club properties are in good condition and meet safety standards.
Maintenance and Repairs:	<ul style="list-style-type: none"> Coordinate regular maintenance and repair work for all club properties. Work with maintenance staff and external contractors to address property issues. Ensure properties comply with health and safety regulations and building codes.
Capital Projects:	<ul style="list-style-type: none"> Work with the Board to plan and oversee capital improvement projects for club properties. Liaise with the Treasurer to ensure budgets are managed and timelines for property development and renovation projects. Collaborate with external stakeholders such as architects, engineers, and contractors on property projects.
Stakeholder Engagement:	<ul style="list-style-type: none"> Communicate with club members, tenants, and stakeholders regarding property-related matters via the Board and preferred lines of communication. Address and resolve property-related issues and concerns. Ensure transparency and accountability in property management activities.

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 property management, facility management, or a related field. Strong organizational and leadership skills. Excellent communication and interpersonal skills. Financial acumen and experience with budget management. 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. 	<ul style="list-style-type: none"> Between 10 – 30 hours per month