

Board Director

POSITION DESCRIPTION

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

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 Secretary is a key member of the Board of Directors, responsible for ensuring the smooth operation and effective governance of the club. This role involves managing board communications, maintaining records, and supporting the board in fulfilling its obligations.

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.

	<ul style="list-style-type: none"> 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 Secretary Duties	
Meeting Management:	<ul style="list-style-type: none"> Schedule, organise, and coordinate board meetings, including setting agendas in collaboration with the President. Prepare and distribute meeting minutes, ensuring they accurately reflect the discussions and decisions made. Maintain a calendar of board activities and events.
Record Keeping & Administration:	<ul style="list-style-type: none"> Maintain accurate and up-to-date records and minutes of board meetings, membership rosters, and other important documents. Ensure compliance with legal and regulatory requirements by keeping appropriate documentation. Assist with the preparation of reports, correspondence, and other documentation. Manage zoom and maintain licences, Coordinate meetings online as required.
Communication:	<ul style="list-style-type: none"> Serve as the primary point of contact for board-related communications, both internally and externally, including website and booking systems. Disseminate information to board members, club members, and other stakeholders as required.
Governance:	<ul style="list-style-type: none"> Ensure the board operates in accordance with the club's constitution, code of conduct, policies, and procedures. Provide guidance on governance best practices and support the implementation of board decisions.

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"> Strong organizational and time management skills. Excellent written and verbal communication abilities. Proficient in using business software, such as word processing, spreadsheets, and email. Detail-oriented with a commitment to accuracy and confidentiality. Ability to work collaboratively with board members and club members. Previous experience in a similar role or with a non-profit organization is a plus.

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 – 15 hours per month 	<ul style="list-style-type: none"> • 10-30 hours per month.
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