

Board Director

POSITION DESCRIPTION

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

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 Treasurer is responsible for managing the financial transactions and records of the St George Alpine Ski Club. This role involves processing transactions including annual dues, accommodation income and expenses, financial reporting and ensuring financial transparency and accountability within the club.

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 Treasurer Duties	
Financial Management:	<ul style="list-style-type: none"> Manage the Ski Club finances in collaboration with other Board directors. Monitor club expenses and income to ensure the Club stays in surplus. Maintain accurate financial records and documentation.
Dues and Fees:	<ul style="list-style-type: none"> Process membership dues and any other fees from club members. Process accommodation income and allocate the income to the respective lodges. Process the Booking Officer's Salary and Superannuation contributions. Process all expenditure payments including Creditors, Members' accommodation refunds, Board Directors Expense Reimbursements and Statutory payments to ATO and ASIC Keep up to date records of payments and income.
Financial Reporting:	<ul style="list-style-type: none"> Prepare regular financial reports for Board Meetings. Fundraising and Sponsorship: Work with the Board Directors to identify fundraising opportunities such as applying for financial support when possible (ie Covid19)
Compliance and Accountability:	<ul style="list-style-type: none"> Ensure compliance with financial policies and procedures set by the club and relevant authorities such as ASIC and the ATO. Provide transparency and accountability regarding the club's financial status.
Communication:	<ul style="list-style-type: none"> Maintain open communication with Board Directors regarding financial matters. Respond to inquiries from club members regarding dues, fees, and financial matters. Present reports including EOFY statements to Board Directors (as required) & Members.

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"> Experience in financial management or accounting with knowledge of Xero, Dext and Stripe. Strong organizational and analytical skills with attention to detail and accuracy in financial record-keeping. Ability to work independently and as part of a team with excellent communication and interpersonal skills.

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"> • Approximately 12 hours per month with increased hours during peak periods such as EOFY and the accommodation booking period at the beginning of the ski season.
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