



Role Description - Director (Finance & Strategy)

Role: The Director (Finance & Strategy) has overall responsibility for the management and reporting of club finances.

Responsible To: Club President and Board.

Responsibilities: The Director (Finance & Strategy) is responsible for:

1. Acting as the club Treasurer and manage the club finance team and coordinating all financial management functions
2. Responsible for reviewing and implementing LSV directives/policies for financial management
3. Ensuring money is received, banked and receipted appropriately and maintaining records of current income and expenditure
4. Preparing and presenting regular accounts for approval and payment by the Board
5. Preparing budgets for the forthcoming financial year in consultation with respective club directors
6. Providing the annual financial accounts for auditing, and additional required information
7. Preparing an annual income and expenditure account/report for each financial year together with a balance sheet setting out the club's assets and liabilities, and presenting the foregoing statements to the members at the AGM together with the annual report
8. Acting as the signatory (along with other nominated Board members) on club cheques
9. Preparing a schedule of club assets and liabilities when required
10. Managing the club's investment program
11. Liaising regularly with the President on their area of responsibility

Member of: Club Board and the Club Finance Team.

Knowledge & Skills Required:

1. Essential

- a. Able to keep good financial records and work in a precise, logical and orderly manner
- b. Has a knowledge and/or awareness of information and financial requirements for the club annual audit
- c. Thinks clearly and positively and has a full understanding of the management requirements in their area of responsibility, including revenue management, sponsorship, marketing, hall hire, and fundraising (including the Point to Point Swim)
- d. Is able to organise and delegate effectively to their team members
- e. Is able to allocate consistent weekly effort to the performance of the responsibilities and duties of the Director (Finance), including the maintenance of the club accounts and associated records
- f. Possesses a Working with Children check

2. Desirable

- a. A previous office holder in the finance team
- b. Is a strong communicator
- c. Possesses an awareness of state and federal financial legislation and requirements

Duration of Appointment: One year.

Method of Appointment: The Director (Finance & Strategy) is appointed by a vote of members at an election held at the Club AGM in accordance with the Club Constitution.

Estimated Time Commitment Required: The estimated time commitment required from the Director (Finance & Strategy) is 4 hours per week.



Club Finance Team





Role Description – Sponsorship & Fundraising Coordinator

Role: The Sponsorship & Fundraising Coordinator is responsible for the planning, coordination and marketing of all club sponsorship, grants and fundraising opportunities and events.

Responsible To: Director (Finance).

Responsibilities: The Sponsorship & Fundraising Coordinator is responsible for:

1. Planning and conducting an annual calendar of fundraising events, excluding the Point to Point swim
2. Receiving of fundraising, grants and sponsorship monies on behalf of the club, and delivery of such monies to the Director (Finance) as soon as practicable
3. Developing for Board approval sponsorship packages, including proposed sponsorship agreements
4. Actively seeking and promoting the club, in consultation with the Communications Manager and Special Events Coordinator, to prospective new sponsors for both general and special events
5. Servicing and maintaining existing sponsorship arrangements, including management of a good relationship with the sponsor and ensuring obligations to sponsors are met
6. Providing copies of all sponsorship agreements to the Secretary within two weeks of the agreement being signed by the club with the sponsor
7. Completing and submitting annual and special grant applications, in consultation with club teams
8. Liaising with the club Special Events and Communications Managers to ensure club sponsorship and fundraising opportunities are marketed to members, sponsors and stakeholders as widely as possible
9. Providing to the Director (Finance) a written account covering all financial matters associated with each fundraising event within two weeks of the event occurring
10. Ensuring that all necessary permits and/or registrations are obtained for fundraising events
11. Contributing to the Director (Finance) report to each Board meeting, and their annual report on their area of responsibility prior to the AGM
12. Liaising regularly with the Director (Finance) on their area of responsibility

Member of: Club Finance Team.

Knowledge & Skills Required:

1. Essential

- a. Possesses a knowledge and/or awareness of fundraising regulations
- b. An organised person who thinks clearly and positively
- c. Able to organise, plan and conduct fundraising events
- d. Possesses good communication and negotiation skills
- e. Is able to allocate consistent regular effort to the performance of the responsibilities and duties of the Sponsorship & Fundraising Coordinator
- f. Possesses a Working with Children check

2. Desirable

- a. Previous fundraising experience

Duration of Appointment: One year.

Method of Appointment: The Sponsorship & Fundraising Coordinator is appointed by the Club Board in accordance with the Club Constitution.

Estimated Time Commitment Required: The estimated time commitment required from the Sponsorship & Fundraising Coordinator is 1-2 hours per week.



Role Description – Hall Hire Coordinator

Role: The Hall Hire Coordinator is responsible for managing the hire of the club hall to the public.

Responsible To: Director (Finance).

Responsibilities: The Hall Hire Coordinator is responsible for:

1. Acting as the club primary point of contact for members of the public
2. Managing the relationship with permanent hall tenants (i.e. Beach Yoga)
3. Liaising with club management on hall availability prior to agreeing to its hire
4. Showing prospective hirers club facilities when requested
5. Providing access to the hall by hirers
6. Organising the cleaning of the hall after hire
7. Receiving of hall hire monies on behalf of the club, and delivery of such monies to the Director (Finance) as soon as practicable
8. Contributing to the Director (Finance) report to each Board meeting, and their annual report on their area of responsibility prior to the AGM
9. Liaising regularly with the Director (Finance) on their area of responsibility

Member of: Club Finance Team.

Knowledge & Skills Required:

1. Essential

- a. A personable and approachable individual
- b. Available to provide access when required to hirers
- c. Must be contactable
- d. Responsive to public enquires within 24 hr
- e. Is able to allocate consistent effort when required to the performance of the responsibilities and duties of the Hall Hire Coordinator
- f. Possesses a Working with Children check

2. Desirable

- a. Possesses good communication and negotiation skills

Duration of Appointment: One year.

Method of Appointment: The Hall Hire Coordinator is appointed by the Club Board in accordance with the Club Constitution.

Estimated Time Commitment Required: The estimated time commitment required from the Hall Hire Coordinator is 1 hour per week. It should be noted that this position has more time required during the off season.