# **CLUB ADMINISTRATOR**

# **REPORTS TO:** Warrington Surf Life Saving Club Committee

# **KEY RESPONSIBILITIES:** Manage the club administration and communication to ensure the Warrington Surf Life Saving Club achieves its strategic goals.

# **DUTIES OF THE ROLE:**

# Ensure club committee and annual general meeting minutes are completed, circulated to committee, and available to members. Naomi

# Manage and process incoming club email communications (through [warringtonslsc@xtra.sco.nz](mailto:warringtonslsc@xtra.sco.nz)) ensuring information reaches the right people. Tricia

# Maintain Patrols and Membership (PAM) Database. Tricia (working with Frances for membership). CRM database also…..not sure what this is…. Surf patrols stats, membership etc … NOT entries though…that’s for managers/coordinators to do.

# Support the Club Chair and communications person, as needed, with club-wide information and communications. Tricia

# Maintaining the WSLSC calendar, including bookings of competitions, trainings, patrols, beach ed, lifeguard services and hire of surf club as a venue. Tricia

# Bookings of beach ed and lifeguard services outside of patrols. Communicate with inquirer, liaise with life guard coordinator, confirm, and then hand to lifeguard coordinator to organise/delegate. Tricia.

* Bookings of surf-club as a venue. Tricia.

# Communicate changes of club contact or Club Chair with SLSNZ. Naomi

# Maintain a schedule of policy review. Naomi.

# Uphold and review the constitution. Naomi (with Tricia’s support if necessary)

# Review, with the committee, the job descriptions prior to each AGM. Naomi.

# Conduct elections, in necessary, during the AGM. Naomi

# Maintain open communication with the Warrington SLSC Club Committee members. Both

# Ensure accurate administration system for hand over to next Club Administrator. Both