



*Position Description*

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## **JUNIOR ACTIVITIES CHAIR [JAC]**

The Junior Activities Chairperson/President is the principal leader of the junior activities club and has the overall responsibility for the administration of the junior activities area within the club structure. The JAC provides leadership and direction to the Junior Activities Committee, officers, and junior members. The JAC is the direct link to the senior club and is a member of the club's Management Committee

RESPONSIBLE TO: Club President

RESPONSIBILITIES:

- Lead/assist with the overall coordination of Junior Activities
- Ensure that the Junior Activities Committee is run in accordance with club requirements, as per the Constitution
- Submit regular reports to the Surf Club Executive Committee, as required
- Submit the Junior Activities Committee Annual Report to the Surf Club Executive Committee
- Manage the Junior Activities Annual General Meeting
- Maintain an overview of the club's strategic planning process, in consultation with the club Management Committee

KNOWLEDGE/SKILLS REQUIRED:

- Ability to plan, organise and delegate tasks
- Effective Leadership Skills
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Excellent working knowledge of the Junior Activities area and associated rules and regulations
- Good working knowledge of constitution, rules, and the duties of all office holder and sub committees
- Is aware of future directions and plans of office holders
- Is a supportive leader for all office holder and junior members

SPECIAL REQUIREMENTS:

- Be a financial member
- Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian
- Hold a current Age Managers Accreditation or willing to obtain accreditation