

The Darwin Sailing Club is seeking interested and eligible members to fill roles within its governance structure. This Position Description outlines the key attributes, duties and responsibilities for the position of:

Governance Officer

Darwin Sailing Club (DSC):

Vision:	Mission:
Excellence in sailing and harbour side hospitality	To encourage a wide range of sailing activities and training utilising the clubhouse and facilities for recreational, hospitality and social use of members and guests.

DSC Organisational Structure

The Darwin Sailing Club (DSC) Board consists of 5 elected office bearers and 2 Board appointed office bearers, including:

- Elected:
 - Commodore
 - Vice Commodore
 - 3 x General Board Members
- Board Appointed:
 - Treasurer
 - Secretary

The Board's primary role is one of stewardship and trusteeship on behalf of stakeholders/members, ensuring the Club remains viable and effective in the present and in the future. The Board is ultimately accountable for all organisation matters, including establishing the Club's strategic direction and priorities, in line with the Club's Mission and Vision.

The delivery of services and the Club's Mission are supported by an additional 2 elected office bearers, and 6 Board-appointed positions. These include:

- Elected:
 - Rear Commodore Training
 - Rear Commodore Sailing
- Board Appointed:
 - General Manager
 - Asset Management Officer
 - **Governance Officer**
 - Hospitality Officer
 - Publicity Officer
 - Membership Officer

Each of these roles has a distinct role to play in supporting the delivery of key services by providing guidance to DSC staff, through the General Manager, and by acting as a conduit between staff and the Board in their respective area of responsibility.

The organisational structure, showing the reporting arrangements, is attached to this document.

Governance Officer

Purpose of the role	Monitor, review and report on Club governance and compliance, including internal administrative/financial management systems monitoring.
Relationships	This position acts as a conduit between the Board and the DSC Manager and administration staff to assist with the internal auditing, monitoring, and compliance for the Club. This position requires the incumbent to develop and maintain strong and professional working relationships with key DSC personnel and Board members, particularly the Club Treasurer.
Role specific tasks and responsibilities:	<ul style="list-style-type: none"> • Provide guidance and support for DSC General Manager and Administration staff in the delivery of all Club administration • In conjunction with the General Manager, identify opportunities to improve governance and compliance with internal systems and processes. • Review existing and renewal of leases and licences, and report on and make recommendations regarding compliance with lease conditions • Provide compliance information and data to the Treasurer and the Board as required • Ensure high professional standards are developed and maintained
Reporting	This position is expected to prepare a monthly written report for the Board, in conjunction with the General Manager
Method of appointment	Appointed by the Board for a 2-year term

Preferred skills or requirements	<ul style="list-style-type: none"> • Previous experience with or a solid understanding of business administration and financial systems, leases, licences and/or auditing processes.
Key skills/abilities	<ul style="list-style-type: none"> • Demonstrated effectiveness in the development and implementation of systems, and the ability to audit • Excellent organisational and time management skills and well-developed oral and written communication skills • Strong commitment to continuous improvement and pursuit of innovation • Demonstrated problem solving and analytical skills • Willingness and ability to prepare regular reports • Willingness and ability to report honestly and objectively, and constructively
Experience and knowledge	<ul style="list-style-type: none"> • Knowledge, willingness and ability to identify anomalies and work in compliance with applicable legislation/regulations, licences and leases.
Personal attributes	<ul style="list-style-type: none"> • Genuine interest in sailing and the Darwin Sailing Club • Be driven by attention to detail