

**POSITION DESCRIPTION**  
**GENERAL MANAGER**  
**DARWIN SAILING CLUB INC.**

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**Position Title:** General Manager

**Position Classification:** Executive Management

**Reports to:** The Commodore as the Chairperson of the Board of Management (Board)

**Role of the General Manager**

1. The role of the General Manager is to provide support to the Board and to be responsible for the effective management of the affairs of the club,
2. The General Manager is to implement the strategic directions determined by the Board.

**Accountability and Reporting**

3. The General Manager is responsible to the Board and is accountable to them for the efficient and effective management of the club. The development of an effective relationship between the Board chair and the General Manager is required for sound communication between the Board and the General Manager.
4. The General Manager will ensure that in the execution of their duties they comply with the club's constitution and all instruments of the Board including policies, by laws and other instructions.
5. The General Manager shall observe and exercise delegations as provided by the Board and report on their application.
6. The General Manager must report to the Board on the conduct of the club's activities and its affairs as required by the Board and shall provide an annual report to the Board following the end of each financial year.

**Responsibilities**

The General Manager has overall responsibility for overseeing and facilitating the activities of the club including but not limited to:

7. The implementation of strategic directions of the club as determined by each Board,
8. maintaining a sound understanding of the social and economic environment that club operates in and keep the Board advised including changing government policies, industry trends and other matters impacting on club operations and viability,
9. the sound financial management of the club including reporting on budgets, accounting and financial reporting, financial and IT systems and controls, and asset and property management,
10. Recruitment of the Sailing Manager, Bar Manager, and Finance Officer, together with representatives of the Board, and recruitment of other staff together with other managers for the efficient and effective conduct of the club's business, and the provision of good leadership to all staff directly and through their managers,

11. Support the Board in effective marketing of the club's facilities, services and activities,
12. Significant marketing and promotion commitments are to be brought to the attention of the Board.
13. Support the Board in maintaining the club's facilities to a modern attractive standard and proposing upgrades and development options to ensure the club is viable and competitive for present and future trading,
14. ensuring the existing policies and procedures of the club are put into effect and delegation levels are complied with and propose and make appropriate amendments as circumstances change.

#### **Authority**

15. The General Manager has the authority to implement the business, programs and activities of the club within the limits of the approved budgets and the delegations documented in the club's policy documents. Board approvals are to be sought where delegation limits are exceeded.
16. Human resource management delegations in respect of staffing, recruitment, occupational health and safety, structures, remuneration and conditions and management performance are to be controlled by the General Manager.
17. Matters of high sensitivity or significant threat to the business of the club are to be brought to the attention of the Commodore for appropriate Board consideration.

#### **Club Objectives and Specific Tasks**

18. The Board will agree with the General Manager an annual program of club goals and objectives and major tasks with key performance indicators (KPI's) relevant to the position

#### **Performance Assessment**

19. The performance of the General Manager will be assessed annually and will be based on achievements against the KPI's together with the assessment of overall performance in leading and managing the club.