



NAPIER SAILING CLUB POSITION DESCRIPTION

1. POSITION TITLE

CLUB MANAGER

2. EMPLOYEE NAME:

3. HOURS OF EMPLOYMENT

40 HOURS PER WEEK

4. REPORTING TO

CLUB COMMODORE

5. PURPOSE OF POSITION

- a. Responsible for the overall day-to-day management and administration of the Napier Sailing Club's operations and facilities
- b. To develop the Club to optimise the use of all facilities to meet the short- and long-term objectives of members
- c. To promote the Club and its services and facilities
- d. To secure funding through community trust and corporate sponsorship

6. KEY RESPONSIBILITIES

MANAGEMENT AND ADMINISTRATION

1. Manage Club administration procedures, policies and programmes which meet the daily operational requirements of the Club in consultation with the Commodore and General Committee requirements.

2. Accountable for consultation with all Committees and the Accountant/Auditor, and to present financial reports as directed by the Commodore.
3. Assist the General Committee to prepare budgets and forecasts, and operate the Club within the approved annual budget.
4. Manage the day-to-day financial administration of the Club, ensuring full accountability for all funds and monies.
5. Provide operational management of the Club, including for personnel, technological resources, and assets for the achievement of club objectives.
6. Accountable for the achievement of defined Club goals.
7. Ensure management is focused on the key drivers of: Member and staff satisfaction, consistent quality of service and facilities, and utilisation and growth of the Club.

PROMOTION, SPONSORSHIP, AND MARKETING

1. Ensure any promotional or sponsorship activities are formalised where applicable, enabling accurate delivery of any promotions and payment of sponsorship.
2. Co-ordinate and manage community trust relationships and ensure that annual income targets are met.
3. Actively seek and manage commercial sponsorship and sponsorship relationships, and ensure annual sponsorship targets are met.
4. Review and manage the marketing and communications plan to ensure marketing opportunities utilise various mediums including the Napier Sailing Club website, social media, media relations, and printed material.
5. Provide monthly reports on promotion/sponsorship levels, trends, and income.
6. Increase the profile of the Club, its facilities, services and opportunities for the people of the region.
7. Make recommendations to the committee on an annual plan for profiling the Club.

MEMBERSHIP SERVICES

1. Maintain and build relationships with existing and new members.
2. Ensure compliance at all times with the Constitution and Rules of the Napier Sailing Club.
3. Manage membership systems, including membership applications and renewals.
4. Liaise with all members, and provide a link to the Commodore as appropriate in respect of any issues, concerns, or matters.

REGATTA/ON-THE-WATER EVENT MANAGEMENT

1. In partnership with the Racing Secretary/Sailing Committee lead the running of regattas/on-the-water events, including:
 - Prepare budgets
 - Preparation of sailing documents
 - Co-ordination of volunteers
 - Co-ordination of all segments of the club
 - Health and Safety Management
 - Marketing and promotional work
 - Media Liaison
 - Management of sponsorship proposals/opportunities
 - Registration of entries
 - Arrange/organise appropriate prizes
 - Complete reports and debrief
2. Liaison with Yachting New Zealand and Sport Hawke's Bay

STAFF MANAGEMENT

1. Responsible and accountable for all staffing of the Club and to ensure quality human resource practices, services, and procedures are in place and adhered to.
2. Ensure compliance with all legal requirements of staff employment, including employment agreements.
3. Delegate responsibilities to all staff through job descriptions, work instructions, and specifications, and ensure expectations are met through appropriate monitoring.

FACILITY MANAGEMENT

1. Maintain the property management register and maintenance plan.
2. Pursue ongoing improvements and innovations for the Club's facilities and services.
3. Meet all constitutional requirements for club meetings and operations, and delegate as appropriate.
4. Ensure that systems and procedures are established, implemented, and maintained in accordance with any legal compliance required.
5. Ensure regular audits of the Club's systems are carried out and staff are held accountable for meeting standard requirements, as a minimum.
6. In line with documented procedures strive towards a 'Total Quality Management' approach to the Club's operations including reviewing and implementing new procedures as and when required.
7. Provide information to visitors on Club services and facilities available.

8. Oversee all requests and bookings for facility use, and promote the club as a venue.
9. Oversee and approve a full stock and inventory procedure as directed, particularly for bar facilities.
10. Ensure the bar and kitchen operate under legal compliance at all times.

COMMUNICATION

1. Communicate effectively and accurately to the General Committee and sub-committees on the performance of the Club.
2. Analyse financial, membership, facility, technical, legal, and other trends and advise the Club accordingly.
3. Attend efficiently to all correspondence and communications from club members and non-members, and refer on to the appropriate relevant Committee or office for direction as appropriate.
4. Attend all meetings of the Club Committees as requested by the Commodore.

HEALTH AND SAFETY

1. Responsible for Health and Safety at Napier Sailing Club under the Health and Safety at Work Act 2015.
2. Ensure all facilities and Club environments are safe for all users at all times, and that users comply with any requirements or rules of use.
3. Maintain procedures and systems to manage Health and Safety risks and liabilities for the Club, including Club plant and Machinery.
4. Ensure all plant and facilities are maintained to appropriate standards.

OTHER DUTIES AND RESPONSIBILITIES

1. To work with the Commodore to further develop the role and associated duties.
2. To undertake other such duties and responsibilities as directed by the Commodore or their delegate from time to time.