

Terms of Reference: Premises Manager

1. Purpose

These Terms of Reference (ToR) define the role, responsibilities, and delegated authority of the Lifeguard Coordinator for Whanganui Lifeguard Services Inc. This role is crucial for ensuring that the club's current facilities are adequately maintained and for assisting the significant project of the new build, thereby providing a safe, functional, and appropriate environment for all club activities and members.

2. Reporting Structure

The Premises Manager reports directly to the Governance Board of the [Club Name] Surf Lifesaving Club. They will liaise primarily with their assigned Board Buddy for day-to-day guidance and communication on matters requiring Board input.

3. Key Objectives

The primary objectives of the Premises Manager are:

- Current Premises Maintenance: To ensure the current premises are adequately maintained, focusing on essential upkeep given the proposal for a new build and thus generally avoiding unnecessary material works.
- Assisting with the New Build Project: Assist the New Build Project Manager where required.

4. Delegated Authority and Responsibilities

The Premises Manager is delegated the authority to undertake all powers reasonably necessary to achieve the above objectives, within the strategic direction and budget set by the Governance Board. Specific responsibilities include, but are not limited to:

- Routine Maintenance: Coordinating and overseeing routine maintenance and minor repairs of the existing club premises to ensure safety, cleanliness, and functionality.
- Facility Inspections: Conducting regular inspections of the premises to identify maintenance needs, safety hazards, and areas requiring attention.
- Contractor Management (Current Premises): Engaging and supervising contractors for necessary maintenance and repairs on the current premises, ensuring work is completed to a satisfactory standard and within budget.
- Health and Safety: Ensuring the premises (current site) comply with all relevant health and safety regulations and standards.
- Budget Management: Managing the allocated budget for Premises, ensuring all expenditures are within approved limits and providing regular financial reports to the Treasurer and Board.
- Reporting: Providing regular updates and reports to the Governance Board on premises maintenance, key achievements, challenges, and any significant issues.

- Member Consultation: Organizing and leading regular meetings with interested club members to discuss premises-related matters, gather feedback, and consult on initiatives. These meetings should occur at least monthly from October to March, and less frequently outside this period. The Board Buddy will attend as an observer.

5. Limitations of Authority

The Premises Manager has no authority to:

- Operate outside the strategic objectives or budget set by the Governance Board. Initiate major structural changes or significant material works on the current premises without explicit Board approval.
- Commit the club to significant financial expenditure beyond the approved budget without prior written Board approval.
- Enter into contracts or agreements on behalf of the club without explicit Board authorization.
- Make decisions that contravene the club's constitution, policies, or New Zealand law.

6. Budget and Financial Management

The Premises Manager will operate within an annual budget approved by the Governance Board for both current premises maintenance. All financial transactions must adhere to the club's financial policies and procedures. Any requests for additional funding or significant unbudgeted expenditure must follow the process outlined in the club's Delegation of Authority Policy, involving initial discussion with the Board Buddy and formal proposal to the Board.

7. Review and Amendment

These Terms of Reference will be reviewed annually by the Governance Board in consultation with the Premises Manager and may be amended as required to reflect changes in club strategy, operational needs, or regulatory requirements. Any amendments must be approved by the Governance Board.