



## Purpose of the Position

The Brigade President is responsible for the brigade's overall administration. Typically, the Brigade President will manage the administrative arm of the brigade, whereas the Brigade Captain will manage the operational aspect.

## Key Selection Criteria:

- Must be at least 18 years of age
- Must have undergone a Criminal History Check
- Must be a member of the NSW Rural Fire Service
- Must be a supportive leader for all brigade members
- Must have sufficient knowledge of the NSW RFS, the brigade structure and relevant service standards in order to correctly address or direct enquiries
- Must be willing to support and uphold the NSW RFS values of;
  - Support, Friendship, Camaraderie;
  - Community and Environment;
  - One Team, Many Players, One Purpose;
  - Adaptability and Resourcefulness; Knowledge and Learning;
  - Mutual Respect; Integrity and Trust.

## Key Attributes:

- An effective communicator and listener
- Well informed of NSW RFS and brigade activities
- A good working knowledge of the Brigade Constitution, brigade rules and the service standards that govern the NSW RFS
- Ability to maintain effective and efficient administration
- Ability to balance opposing views while maintaining a level of mutual respect
- Ability to work within a team environment
- Maintain confidentiality on relevant matters



## Duties:

- The overall responsibility for the brigade's administration
- Working with the Brigade Executive team on the management of;
  - Day to day administration and operations
  - Capital
  - Authorisations
  - Delegations, Regulations and Thresholds
  - Regulatory Compliance
  - Administrative Controls (and their development)
  - Bank Account Signatories
  - Workplace Health and Safety
  - Standard Operating Procedures
  - Communications Decisions Workflow
  - Executive Structure & Functions
  - Change Management Processes
  - Procurement Authorising
- Manage Morale at an Executive Level
- Manage Personal Development
- Membership Ratification
- Monitoring of Membership Levels
- Helping the executive team prioritise its goals and working within the service standards that govern the NSW RFS
- Facilitating and chairing executive meetings, general meetings and annual general meetings
- Act as a facilitator for brigade activities and represent brigade member views
- Ensure that planning and budgeting is in accordance with the wishes of members
- Facilitate issues management and dispute resolution at brigade level, where it is appropriate