

Point Leo SLSC Committee Role Descriptions

Table of Contents

ADMINISTRATION ROLES	2
PRESIDENT	2
SENIOR VICE PRESIDENT	3
TREASURER	3
SECRETARY	3
REGISTRAR	4
LIFESAVING OPERATIONS	4
CLUB CAPTAIN.....	4
VICE CAPTAIN (PATROLS)	5
CHIEF INSTRUCTOR.....	5
IRB CO-ORDINATOR	5
GEAR STEWARD	6
JUNIOR PROGRAM.....	6
JUNIOR SURF LIFESAVING PROGRAM (NIPPER) CO-ORDINATOR	6
SURF SPORTS.....	7
HEAD COACH	7
VICE PRESIDENT PORTFOLIOS.....	7
VICE PRESIDENT YOUTH DEVELOPMENT	8
VICE PRESIDENT GRANTS.....	8
VICE PRESIDENT FUNDRAISING AND SPONSORSHIPS	8
VICE-PRESIDENT FACILITIES	9
VICE-PRESIDENT MEMBER DEVELOPMENT.....	9
GENERAL COMMITTEE MEMBERS (2).....	10
CLUB ACTIVITY ROLES	10

Point Leo SLSC Committee Role Descriptions

PREAMBLE TO ROLE DESCRIPTIONS

The Committee is cognisant of the fact that the Point Leo Surf Life Saving Club (**the Club**) is by its nature a volunteer organisation that relies upon the spirit of participation amongst its Members to enable the Club to achieve its Objectives. In this spirit, recognising that the Club will always continue to grow and develop as its operating environment evolves, the Committee reinforces that:

- the role descriptions in this document are designed to ensure that the Club remains focussed on what the Club needs to thrive and succeed;
- providing clarity through the allocation of primary responsibilities is a great initiative to strengthen the operational fabric of the Club;
- articulating a role description does not indicate that any one (1) Committee Member is alone in their responsibility – the Club and the Committee is a team effort and retains a collective responsibility to the Club's Members. In this respect where role descriptions include 'key liaisons' it is expected that there will be a close relationship between people in these roles; and
- the Committee will regularly review each role description and update or amend each role description to ensure that the Committee remains fit for purpose to enable the Club to achieve its Objectives.

ADMINISTRATION ROLES

PRESIDENT

The President will:

- be the "face" of the Club;
- chair all meetings of the Committee;
- be an ex-officio member of all sub Committees;
- ensure the Committee implements robust management and good governance of the Club;
- be responsible for the general day-to-day operations of the Club;
- ensure that all Club operations are conducted in accordance with Club's constitution;
- submit an Annual Report on the overall activities of the club;
- provide articles for The Mine (quarterly);
- be a member of the Executive Committee;
- liaise with Government, Local Government, LSV and the Foreshore Committee (and other stakeholders) to represent the Club's interests;
- in the event of absence, nominate another member of the Committee to perform the President's role;
- lead the development of a Strategic Plan for the Club in accordance with the Club's Objectives and initiate a plan for the implementation and regular review of the Strategic Plan;
- act as, or in consultation with the Committee to appoint, the Club's delegate to LSV; and
- act in the best interests of the Club and ensure the Club's code of conduct is maintained at all times.

Point Leo SLSC Committee Role Descriptions

SENIOR VICE PRESIDENT

The Senior Vice-President will:

- provide support to the Club President, Secretary, Treasurer and Club Captain in the performance of their respective roles;
- be a member of the Executive Committee;
- in consultation with the President, play a proactive and constructive role in the operations and administration of the Club; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Executive Committee

TREASURER

The Treasurer will:

- ensure all money is received, banked and receipted appropriately;
- ensure that all expenditure is authorised by the Committee and payments made by electronic means or such other arrangements as may be appropriate from time to time;
- maintain, or have maintained, the prescribed books of account and submit a summarised statement of income and expenditure at each Committee Meeting;
- prepare, or have prepared, an annual income and expenditure statement and balance sheet setting out the Club's assets and liabilities;
- present the annual income and expenditure statement and balance sheet to the Annual General Meeting;
- assist the relevant Committee members in the preparation of their section budgets;
- present the club budgets to the Committee for endorsement;
- co-ordinate, liaise with and provide information to the Club's auditor as required;
- administrate the Club investments in consultation with the Executive Committee;
- be a member of the Executive Committee;
- be the signatory (with other nominated Committee members) on Club bank accounts and credit cards; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Club Auditor, Executive Committee, Bar Manager, Uniform Shop Manager, Registrar.

SECRETARY

The Secretary will:

- be responsible for the general routine administration matters of the Club;
- review and ensure implementation of any directives/policies provided by LSV and SLSA;
- receive, disseminate and record all correspondence relating to the Club in a timely manner;
- be a member of the Executive Committee;
- circulate, or have circulated, relevant information to Club members;
- prepare and maintain records of correspondence, agendas, minutes and notices of motion for Club meetings;
- prepare, or have prepared the Club annual report;

Point Leo SLSC Committee Role Descriptions

- maintain the Club's constitution and Governance and Policy Manual;
- ensure, in consultation with the Treasurer, compliance with all Club registration matters;
- perform the statutory role of Secretary as required by the *Associations Incorporation Reform Act 2012* (Vic) (**Act**), or any amending or replacement legislation: and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Executive Committee

REGISTRAR

The Registrar will:

- maintain a record of all Members;
- process all membership applications and renewals;
- manage Working With Children compliance for all members;
- in consultation with the Chief Instructor and Club Captain (as the case may be) record Member's lifesaving awards and patrol hours;
- make Member records available to Members in accordance with the Club Constitution; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Treasurer, Junior Surf Lifesaving Program (Nipper) Co-ordinator, Chief Instructor, Club Captain, Gear Steward, Team Manager's (Seniors and Juniors), Vice Captain (Patrols)

LIFESAVING OPERATIONS

CLUB CAPTAIN

Responsible for active leadership and operational activities of the club. Coordinates all functions associated with the provision of lifesaving services.

The Club Captain will:

- be involved in the decision making process for operational issues;
- liaise with LSV as necessary to ensure knowledge of patrol requirements is understood and undertaken, including SOPs;
- train and develop the leadership skills of patrol captains and other key club roles;
- responsible for coordinating yearly presentation of membership recognition and perpetual awards;
- responsible for member adherence with club rules and codes of conduct including being part of disciplinary hearings for breaches;
- report to each Committee meeting as needed to ensure the Committee is made aware of important operational issues and make recommendations for key decisions;
- submit an Annual Report on overall Club operational activities;
- be a member of the Executive Committee;
- be encouraged to initiate, support, drive and advise on social initiatives that serve to enhance the quality of experience of all Members, with an emphasis on long-term impact; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Vice Captain (Patrols), Chief Instructor, Registrar, IRB Co-ordinator, Gear Steward.

Point Leo SLSC Committee Role Descriptions

VICE CAPTAIN (PATROLS)

The Vice-Captain (Patrols) will:

- work with the Club Captain to co-ordinate patrols and the development of patrol captains;
- work with the Chief Instructor to ensure that lifesaving skills are being developed to provide for patrol requirements;
- responsible for co-ordination of the care and maintenance of radio equipment;
- in the absence of the Club Captain take on their roles and responsibilities;
- submit an Annual Report on Patrol activities;
- ensure that records of patrols/water safety are entered in a timely manner into Surfguard; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct;

Key Liaisons: Club Captain, Chief Instructor, Registrar, IRB Co-ordinator, Gear Steward.

CHIEF INSTRUCTOR

Responsible for the training and maintenance of lifesaving awards.

The Chief Instructor will:

- work with the Club Captain and Vice-Captain to ensure that Point Leo SLSC has sufficient qualified members to patrol efficiently;
- liaise with LSV as necessary to ensure training and assessment requirements are understood and undertaken;
- work with Vice President Lifesaving Services to develop and coordinate an annual plan for training programs for members to gain required lifesaving awards to be endorsed by the Committee;
- Recruit and co-ordinate a team of assistants to run training programs;
- Co-ordinate the development of trainers and assessors to assist with future training needs and as part of succession planning;
- submit an Annual Report;
- report to each Committee meeting as needed to ensure the Committee is made aware of important operational issues and make recommendations for key decisions; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Club Captain, Registrar, Vice Captain (Patrols), Junior Surf Lifesaving Program (Nipper) Co-ordinator, Vice President Youth Development, IRB Co-ordinator.

IRB CO-ORDINATOR

Responsible for the provision of power craft and personnel to satisfy club requirements including the staged replacement of power craft.

The IRB Co-ordinator will:

- be responsible for the maintenance and repair of power craft including the procurement of parts and fuel;
- supervise and develop training for IRB qualifications;
- liaise with all qualified members to ensure that sufficient skills are maintained and developed to fulfil club requirements;
- submit an Annual Report;

Point Leo SLSC Committee Role Descriptions

- submit an annual plan to be endorsed by the Committee;
- prepare and submit an annual budget to the Treasurer for review and endorsement by the Committee; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Club Captain, Chief Instructor, Junior Surf Lifesaving Program (Nipper) Co-ordinator, Team Manager (Seniors and Juniors), Gear Steward.

GEAR STEWARD

Responsible for the maintenance and co-ordination of the club lifesaving, awards training and junior program equipment, including trailers.

The Gear Steward will:

- prepare and submit an annual budget to the Treasurer for review and endorsement by the Committee to ensure the club is rescue ready and able to support our training programs;
- manage the maintenance of club equipment using Treasurer approved quotes prior to outsourcing work;
- manage the storage and use of all club equipment;
- manage the storage planning and allocation of space for club and personal equipment in the club facilities;
- submit an Annual Report on Club Equipment; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Club Captain, Vice Captain (Patrols), Vice President Facilities, Head Coach, Registrar, IRB Co-ordinator.

JUNIOR PROGRAM

JUNIOR SURF LIFESAVING PROGRAM (NIPPER) CO-ORDINATOR

Co-ordinate and deliver the Junior Surf Life Saving Program (JSLP) for (U7 to 14)

The Junior Surf Lifesaving Program (Nipper) Co-ordinator will:

- work with Vice President Juniors to plan the program, including Junior competition training;
- update the seasonal Junior Handbook;
- review Junior Policies as required and submit to Committee for endorsement;
- co-ordinate and deliver the JSLP;
- select, appoint and assist Age Group Managers, Activity Leaders and Water Safety co-ordinator;
- submit an Annual report on JSLP;
- central point of contact to LSV with regard to the Point Leo JSLP;
- ensure all relevant LSV Nipper administration and compliance is completed – Nipper App, Junior Lifesaving Awards, Age Managers training;
- co-ordination of the annual Nipper Recognition and Perpetual awards and presentation at the Presentation night;

Point Leo SLSC Committee Role Descriptions

- liaise with Nipper App administrator to ensure all Nipper awards and qualifications are uploaded and published with LSV; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: JSLP Program Assistant, JSLP Representative, Team Manager (Juniors), IRB Co-ordinator, Registrar, Gear Steward, Chief Instructor.

SURF SPORTS

HEAD COACH

The Head Coach will:

- develop a club wide surf sports program;
- report annually on the surf sports training program;
- set training programs including engaging external coaching expertise as required funded from the surf sports budget;
- manage the surf sports coaching team and selection panel;
- in consultation with the Junior Surf Lifesaving Program (Nipper) Co-ordinator advise (using data from Parent Assistance Form) re selection and coaching of activity leaders to increase skills and interest in surf sports;
- recruit surf sports participants via club and community activities;
- work with the Vice-President Youth Development to optimise engagement of Cadets with the surf sports program;
- develop and manage a surf sports communication strategy including a digital platform and targeted email campaigns (using data from Surfguard) to be endorsed by the Committee;
- review Surf Sports Policies as required and submit to the Committee for endorsement;
- manage surf sports camps and interstate carnival trips;
- support a positive sports culture within the context of the Club Code of Conduct;
- support the Team Manager (Juniors) in increasing skills and interest in surf sports;
- in consultation with the Team Manager (Seniors) prepare and submit an annual budget (including subsidy program) to the Treasurer for review and endorsement by the Committee;
- manage purchase and maintenance of senior club surf sports equipment as endorsed in annual budget;
- co-ordinate with the non-Committee sports leadership roles as needed each season and including the Boat, Swim, Board, Ski, Beach, R+R, IRB, Pool, Lifesaving Surf Sports Captains;
- submit an Annual Report on Surf Sports Training; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Team Manager (Seniors and Juniors), Vice President Youth Development, Gear Steward, Vice President Fundraising and Sponsorships, Junior Surf Lifesaving Program (Nipper) Co-ordinator,

VICE PRESIDENT PORTFOLIOS

Point Leo SLSC Committee Role Descriptions

VICE PRESIDENT YOUTH DEVELOPMENT

Responsible for the delivery of program opportunities for members 14 and 15 years.

The Vice President Youth Development will:

- propose and implement a seasonal program to be endorsed by the Committee;
- develop regular communications to parents e.g. specific newsletter;
- develop and update of a Point Leo Youth Handbook;
- co-ordinate applications for LSV U15 Leadership Development camp;
- submit an Annual Report on Youth Development activities; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Registrar, Junior Surf Lifesaving Program (Nipper) Co-ordinator, Vice President Member Development, Vice Captain (Patrols), Chief Instructor, Head Coach.

VICE PRESIDENT GRANTS

Responsible for Grant applications.

The Vice President Grants will:

- consult with Committee and Members regarding requirements for the season;
- source, complete and submit suitable grant applications;
- report details of grant applications to the Committee for discussion and endorsement prior to submission;
- is the main contact person for all funding bodies;
- maintain a Grants Register;
- co-ordinate applicable funding reports for funding bodies; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Treasurer, President, SLSA Grants Unit, Vice President Fundraising and Sponsorships.

VICE PRESIDENT FUNDRAISING AND SPONSORSHIPS

Develop and co-ordinate all club fundraising activities and sponsorship relationships.

The Vice President Fundraising and Sponsorships will:

- prepare a sponsorship plan to be endorsed by the Committee;
- plan, implement and maintain a sponsorship information package to be endorsed by Committee;
- actively seek and promote new club sponsors for both general and special events;
- report details of new sponsorship agreements to the Committee for endorsement;
- is the main club contact person for all sponsors;
- develop and maintain all sponsorship relationships and agreements;
- ensure all sponsorship agreement conditions are complied with (including advertising our sponsors to members);
- maintain a sponsorship register;
- ensure all sponsors and donors are invited to suitable club functions and activities;
- plan and co-ordinate major project fundraising activities, ensuring all necessary permits and registrations are obtained for the activity;
- ensure section fundraisers are properly planned and meet club regulations;

Point Leo SLSC Committee Role Descriptions

- report details of planned and completed fundraising activities to the Committee;
- submit an annual fundraising budget to the Treasurer for review and endorsement by the Committee;
- submit an Annual Report on Fundraising and Sponsorship activities; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Treasurer, President, Head Coach, Section Leaders, Project Leaders, Vice President Grants.

VICE-PRESIDENT FACILITIES

Responsible for the oversight of the Club buildings and surrounds.

The Vice-President Facilities will:

- make recommendations to the Committee on purchases or maintenance of the building and surrounds required for the club to be rescue ready and able to support our training programs and club activities;
- manage the maintenance of the buildings and surrounds using Treasurer approved quotes prior to outsourcing or completing work;
- prepare and submit an annual budget to the Treasurer for review and endorsement by the Committee;
- manage the contract with the club house cleaners;
- manage the waste disposal for the club;
- manage the nomination and Committee approval process for the summer and winter care takers;
- be a point of contact for any trades people;
- manage the club bookings calendar for use of the facilities and coordinate with the Treasurer for invoicing of booking fees (requests for outside club operations may require Committee approval);
- submit an Annual Report on Facilities; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Treasurer, Gear Steward, Club Captain.

VICE-PRESIDENT MEMBER DEVELOPMENT

Responsible for delivery of program opportunities for members 16 and over.

- develop and manage a membership development plan for members 16 and above to be endorsed by the Committee;
- co-ordinate applications for 18-25 LSV Mentor Program with recommendations to the Committee for endorsement;
- co-ordinate applications for LSV U18 Development Camp with recommendations to the Committee for endorsement;
- co-ordinate applications for LSV Building Leaders Scholarship with recommendations to the Committee for endorsement;
- co-ordinate applications for LSV National Leadership College with recommendations to the Committee for endorsement;
- submit an Annual Report on Member Development; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

Key Liaisons: Club Captain, Vice Captain Patrols, Registrar, Vice President Youth Development

Point Leo SLSC Committee Role Descriptions

GENERAL COMMITTEE MEMBERS (2)

Each General Committee Member will:

- act as a proactive member of the Committee;
- actively participate in club activities and leadership roles as agreed with the President or Club Captain;
- perform a role in portfolio areas as agreed with relevant Committee members in consultation with the President or Club Captain; and
- act in the best interests of the Club and in a manner consistent with the Club's code of conduct.

CLUB ACTIVITY ROLES

The Committee acknowledges that there are a number of important activities to be performed and managed across the various portfolios of the Point Leo Surf Life Saving Club to ensure efficient and successful operations. In this spirit, it is recognised that not all activities need to be performed at, and not all activity participants may wish to participate at, the Committee. Accordingly, the Committee will invite Club Members to participate in the following portfolio roles of the Point Leo Surf Life Saving Club.

Reporting via President

- Life Member Liaison;
- Risk, Safety Officer – as nominated by the Committee;
- Member Protection Officer – as nominated by the Committee;
- Grievance Officer – as nominated by the Committee;
- LSV Delegates - as nominated by the Committee;
- Foreshore Liaison Officer; and
- Building Upgrade Sub-Committee.
- Bobbas Liaison

Reporting via Club Captain

- Radio Officer;
- First Aid Officer; and
- Boxing Day Swim Coordinator and organising Committee.
- Social Co-ordinator.
- Social Media Management Group

Reporting via Head Coach

- Team Manager (Seniors)
- Team Manager (Juniors)
- Swim Captain;
- Boat Captain;
- Board + Ski Captain;
- R&R/March Past Captain;
- Beach Captain;
- Pool Captain;

Point Leo SLSC Committee Role Descriptions

- IRB Comp Captain; and
- Lifesaving Competition Captain.

Reporting via Treasurer

- Bar Manager; and
- Uniform Shop Manager.

Reporting via Junior Surf Lifesaving Program (Nipper) Co-ordinator

- JSLP Representative
- Team Manager (Juniors)
- JSLP Program Assistant