

FAIRHAVEN SLSC

Roles & Responsibilities

2017



Introduction

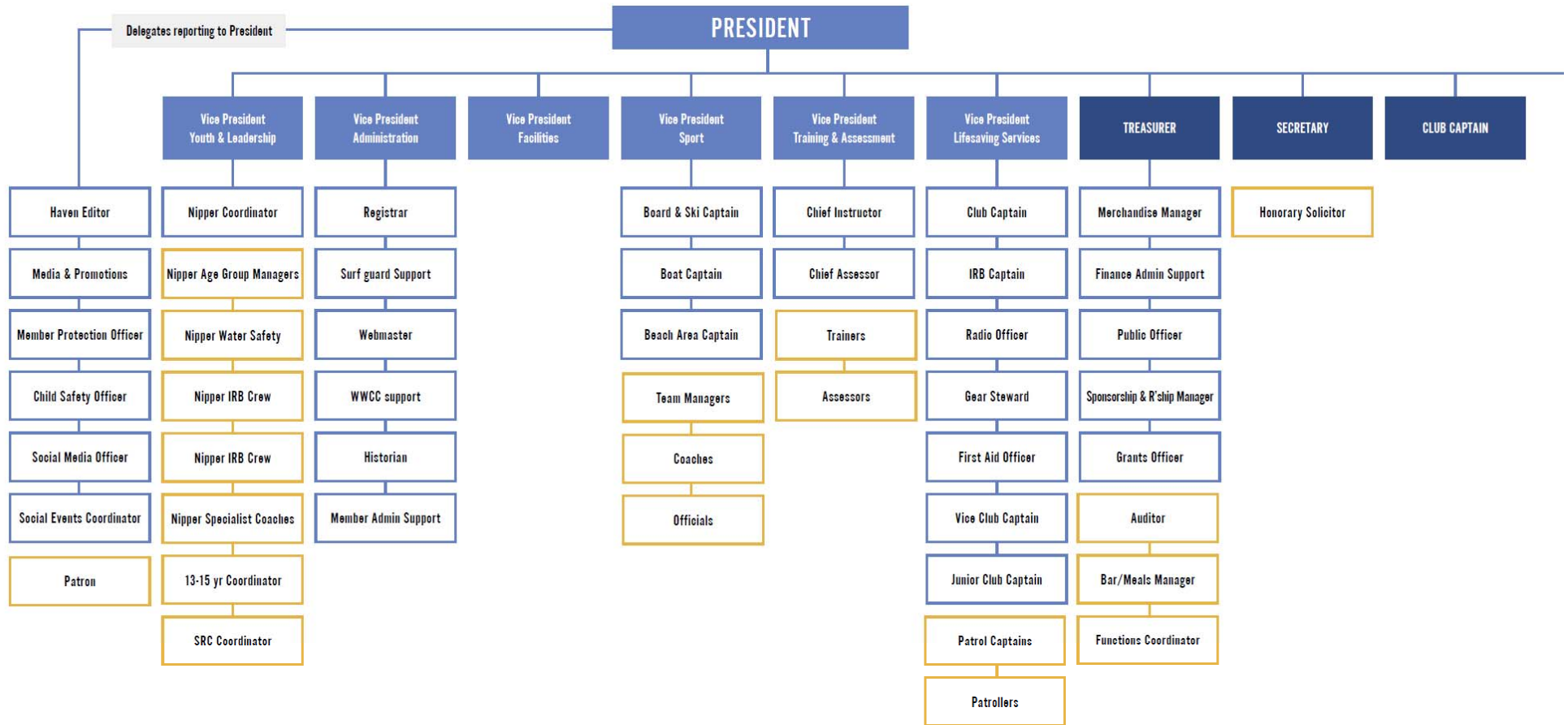
The purpose of this document is to provide an overview of the responsibilities of each role that has been identified as important to the operations of the Fairhaven Surf Life Saving Club (FSLSC).

The FSLSC Constitution, which is available on the FSLSC website, provides further information on the fundamental principles according to which the Club is governed and provides further advice on the execution of powers for each role.

Contents

FSLSC Organisation Chart	Page 3
FSLSC Organisational Overview	Page 4
FSLSC Team Overview	Pages 5 – 7
Roles & Responsibilities	
Executive	Pages 8 – 12
Vice Presidents	Pages 13 – 18
Lifesaving Team	Pages 19 – 24
Administration Team	Pages 25 – 27
Youth & Leadership Team	Page 28
Training & Assessment Team	Pages 29 – 30
Sports Team	Pages 31 – 33
Facilities Team	Page 34
Finance Team	Page 35 – 38
Delegates Reporting to the President	Pages 39 - 44

FSLSC Organisation Chart



KEY

- COMMITTEE
- EXECUTIVE
- DELEGATES
- APPOINTED POSITIONS



FSLSC Organisational Overview

Committee Members

The management and control of the FSLSC is the responsibility of the Committee.

The Committee shall comprise:

- (i) the Executive being: President; Secretary; Treasurer; and Club Captain
- (ii) six other Members being Vice Presidents (VP) of the club comprising: Administration; Lifesaving Services; Youth & Leadership; Training and Assessment; Sport; and Facilities.

Delegates

The roles and responsibilities of the Delegates have been set out by the Committee.

All Delegates shall be entitled to attend and contribute to Committee meetings but shall not be entitled to vote.

Table 2 outlines the Delegates that have currently been identified and the areas of club operation to which they are generally aligned.

The Delegate positions may change from time to time at the discretion of the Committee.

Honorary Officers

Honorary Officers are appointed by the Committee as necessary.

At present this includes:

The Patron, Hon. Solicitor, Hon. Medical Officers, and Hon. Public Officer.

Honorary Officers may be invited to attend and speak at any meeting of the Committee but shall not be entitled to vote at such meeting.

Immediate Past President

The Immediate Past President can take on any role within the club, but would have the title of "Immediate Past President".

Unless formally appointed to a Committee position the Immediate Past President shall not be entitled to vote at such a meeting.

The Immediate Past President may assist in the following roles:

- In the absence of the President, Chair meetings of the Committee,
- In the absence of the President, act as a spokesperson on all matters generally affecting the Club,
- Introduce the new President to the social, business and local community networks,
- Act as a mentor for the new President in the performance of the role, and
- Act as a mentor for all new committee members in the performance of their roles, and providing advice in relation to governance and protocol matters

Appointed Positions

At times an Appointed Position may be created to assist with the operations of the Club.

Appointed Positions are not entitled to vote at a meeting.

An Appointed Position is created at the discretion of the Committee but may be recommended by a Delegate.

FSLSC Teams

Lifesaving Services Team

Roles and Responsibilities

Collectively responsible for all lifesaving and emergency response services within the club's control.

Team Members

The Lifesaving Services team is led by the Vice President Lifesaving Services

- VP (Lifesaving Services)
- Club Captain
- Club Vice-Captain
- Junior Club Captain (Male & Female)
- IRB Captain
- Radio Officer
- First Aid Officer
- Gear Steward
- Patrol Captains
- Patrollers

Administration Team

Roles and Responsibilities

Collectively responsible for the provision of all club administrative services.

Team Members

The Administration Team is led by the Vice President - Administration.

- Vice President - Administration (officially registered with LSV as "Surfguard Registrar")
- Registrar
- Webmaster
- Historian
- Member Administration Support
- WWCC Support

Youth & Leadership Development Team

Roles and Responsibilities

Collectively responsible for the delivery of youth development programs

Team Members

The Junior Development Team is led by the Vice President – Youth & Leadership Development.

- Vice President – Youth & Leadership Development
- Nipper Manager
- 13-15 year old Coordinator
- SRC Coordinator

Finance Team

Roles and Responsibilities

This team has collective responsibility for management of the club's finances and to ensure that the club continues to be a well-managed and financially stable organisation.

Team Members

The Finance Team is led by the Treasurer.

- Treasurer
- Solicitor
- Public Officer
- Auditor
- Merchandise Manager
- Sponsorship & Relationship Manager
- Grants Officer
- Finance Admin Support

Training & Assessment Team

Roles and Responsibilities

Collectively this team has responsibility for all initial training of new patrol members and upskilling of current lifesavers.

Team Members

The Training & Assessment Team is led by the Vice President – Training & Assessment.

- VP (Training and Assessment)
- Chief Instructor(s)
- Chief Assessor
- Trainers
- Assessors

Sports Team

Roles and Responsibilities

Collectively responsible for all training and functions associated with the club's sports development

Team Members

The Sports Team is led by the Vice President Sport

- VP (Sport)
- Board & Ski Captain
- Boat Captain
- Beach Area Captain
- Team Manager

Facilities Team

Roles and Responsibilities

Collectively responsible for all club facilities.

Team Members

The Facilities Team is led by the Vice President Facilities

- VP (Facilities)
- Events/Social Coordinator

Communications and Policy Team (Positions reporting to the President)

Roles and Responsibilities

In liaison with the President, the Communications team are collectively responsible for external and internal club communications to its members and other stakeholders. In addition, specific members have responsibility for the ongoing management of club policy in relation to Member Code of Conduct and Child Safety.

Team Members

The Communications and Policy Team is led by the President.

- President
- Haven Editor
- Media and Promotions Manager
- Social Media Co-ordinator
- Member Protection Officer
- Child Safety Officer

Roles & Responsibilities – Fairhaven SLSC



Executive

The FLSLSC Executive team includes the President, Secretary, Treasurer and Club Captain.

President

Role:

The Club President is the principal leader of the club.

The President is in the position of motivating the Committee and all members involved in the club.

The President's primary responsibility is that of communication and accordingly is aware of all activities undertaken by the club. within the club, and be in the position to relay the appropriate messages on to the committee and members in general, as well as communicating with all the other associated parties.

In addition to manage the operation and future development of all Club activities to ensure that all functions are carried out to ultimately achieve the Club's objectives.

Responsible to:

Committee, Club members and affiliated associations.

Responsibilities and Duties

- Provide leadership and direction in all club activities,
- In conjunction with the Committee monitor all operations undertaken by the club,
- Coordinate the development of a strategic plan and initiate a program for implementation,
- Monitor the Club's operation through the establishment of an effective reporting process,
- Evaluate the completion of designated tasks by Club officials and instigate corrective action where necessary.
- Represent the club at all relevant meetings including state & national SLSA meetings and president conferences,
- Lead all clubs internal and external communications, including issue of club publications,
- Chair all general meetings, executive meeting and committee meetings,
- Liaise with all club officers on a regular basis
- Submit an annual report to the Administration Team on area of management prior to AGM

Knowledge and Skills Required

Ideally the President is someone who:

- Possesses a high degree of leadership skills,
- Has excellent communication skills,
- Has a working knowledge of club operations,
- Has knowledge of the FLSLSC constitution and governance principles established for the club, and
- Has knowledge of the operational requirements set out by the governing body, namely Lifesaving Victoria.

Secretary

Role:

The Secretary must perform any duty or function required under the Act to be performed by the Secretary of an incorporated association.

Responsible to:

President

Responsibilities and Duties:

- Circulate all relevant information to all members,
- Prepare and maintain records of correspondence, agendas, minutes and notices of motions for club meetings,
- Be responsible for the correspondence of the club committee and sub-committees,
- Prepare club annual reports,
- Authorise club orders, invoices, receipts and payment of monies in conjunction with the Treasurer,
- Maintain club constitution, by-laws and rules in conjunction with the Solicitor,
- Liaise with the governing body, namely Lifesaving Victoria in ensuring FLSLSC is aware of its responsibilities,
- Maintain the club seal and official documents

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Is able to organize and delegate tasks,
- Has knowledge of the FLSLSC constitution and governance principles established for the club.
- Possesses good organizational and time management skills,
- Is able to allocate consistent weekly time periods for the preparation and maintenance of club correspondence and records,
- Has knowledge of the operational requirements set out by the governing body, namely Lifesaving Victoria, and
- Has a sound knowledge of club activities across all areas of operation.

Treasurer

Role:

The Treasurer has overall responsibility for the management and reporting of club finances.

Responsible to:

President

Responsibilities and Duties:

- To ensure money is received, banked and receipted appropriately
- Provide statements of receipts and expenditure for the month immediately preceding
- Maintain records of current income and expenditure
- Prepare and present regular accounts for approval and payment by the committee of management
- Prepare budgets for the forthcoming year, in consultation with all club managers
- Prepare annual financial accounts for auditing and provide the club's auditor with information as required
- Prepare annually an income and expenditure account for that financial year together with a balance sheet setting out the club's assets and liabilities, the foregoing statements to be presented to the members at the annual general meeting together with the annual report
- To be the signatory (with other nominated committee members) on all club bank accounts
- Prepare a schedule of assets and liabilities of the club when required
- Manage club investment programs where applicable
- Arrange for the provision of legal and insurance services
- Manage tax returns and income tax payments for employees and the regular filing of business activity statements (including GST) with the relevant authorities
- Liaise with the Club President on a regular basis

Knowledge and Skills Required

Ideally the Treasurer is someone who:

- Is able to keep good financial records
- Is able to work in a logical orderly manner
- Possesses knowledge of and/or awareness of state and federal tax legislative requirements
- Has an awareness of information and financial requirements for the internal audit
- Is able to allocate time periods appropriate for the proper execution of their duties
- Has awareness and understanding of relevant Club issues outside direct area of responsibility

Club Captain

Role:

The Club Captain has a dual role supporting the VP (Lifesaving Services) and providing overall club leadership as part of the Executive team. The Club Captain represents all active members at Committee level and provides leadership across all areas of the club including Lifesaving Services, Training and Assessment and Youth Development.

Responsible to:

President

Responsibilities and Duties:

- In conjunction with the VP (Lifesaving Services) coordinate all functions associated with Lifesaving Services including the provision of efficient, quality patrols,
- In conjunction with the VP Lifesaving Services review and implement any directives/policies provided by state centre and national council that relate to Lifesaving Services,
- Lead direct communications with Active Members regarding all aspects of Lifesaving Services and rostering,
- In conjunction with the VP Lifesaving Services lead the Lifesaving team,
- Set up patrol teams and rosters and management of Surfguard data entry,
- Lead the induction and support the inclusion of all new members,
- Lead membership recruitment and retention,
- Identify and mentor future leaders, and
- Provide leadership and assistance in club events eg. Door Knock, Requalification, Tim Gates Classic Fun Run

Knowledge and Skills Required

Ideally the Club Captain is someone who:

- Communicates effectively,
- Has a full understanding of lifesaving services, including award structure,
- Organises and delegates tasks,
- Is able to allocate time periods appropriate for the proper execution of their duties, and
- Has awareness and understanding of relevant Club issues outside direct area of responsibility

Vice Presidents

Vice President - Lifesaving Services

Role:

The VP (Lifesaving Services) has overall responsibility for the management, co-ordination and provision of club lifesaving services.

Responsible to:

President

Responsibilities and Duties:

- Responsible for coordinating all functions associated with the provision of lifesaving services including the maintenance of efficient, quality patrols,
- Responsible for reviewing and implementing any directives/policies provided by Lifesaving Victoria and Surf Life Saving Australia,
- Responsible for reporting at each committee meeting on area of management, and submitting written reports to the Administration Team,
- Submit an annual report on area of management prior to the AGM,
- Liaise with the Club President on a regular basis on area of management, and
- Lead the Lifesaving Team and perform the roles of any positions within the team that are unable to be filled.

Knowledge and Skills Required

Ideally the VP (Lifesaving Services) is someone who:

- Communicates effectively
- Has a full understanding of lifesaving services, including the SLSA award structure,
- Organises and delegates tasks,
- Is able to allocate time periods appropriate for the proper execution of their duties, and
- Has awareness and understanding of relevant Club issues outside direct area of responsibility

Vice President - Administration

Role:

The Vice President - Administration has overall responsibility for all the administrative functions of the club.

Responsible to:

President

Responsibilities and Duties:

- Responsible for coordinating all functions associated with the provision of administrative services,
- Responsible for reviewing and implementing any directives/policies provided by Lifesaving Victoria and Surf Life Saving Australia that relate to administration,
- Responsible for reporting at each committee meeting on area of management, and submitting a written report,
- Responsible for managing the Administration Team and performing the roles of any positions within this team that are unable to be filled,
- Liaise with the Club President on a regular basis on area of management,
- Submit annual report on area of management prior to the AGM,
- Responsible for the development of an induction kit, membership satisfaction survey and exit survey,
- Responsible for maintaining membership details,
- Organize and coordinate annual member registration days,
- Act as a mentor for all new committee members in the performance of their roles, and provide advice in relation to governance and protocol matters.

Knowledge and Skills Required

Ideally the Vice President - Administration is someone who:

- Communicates effectively,
- Thinks clearly and positively,
- Maintains confidentiality in relevant matters,
- Manages and supervises others,
- Organises and delegates tasks,
- Is able to allocate time periods appropriate for the proper execution of their duties, and
- Has awareness and understanding of relevant Club issues outside direct area of responsibility

Vice President – Youth & Leadership Development

Role:

The Vice President - Youth & Leadership Development has overall responsibility for the club's junior development.

Responsible to:

President

Responsibilities and Duties:

- Responsible for coordinating all functions associated with the provision of training and development of junior members,
- Responsible for reviewing and implementing any directives/policies for junior/youth development provided by LSV and SLSA,
- Responsible for organising relevant award training,
- Responsible for reporting at each committee meeting on area of management, and submitting written reports to the Administration Team,
- Submit and annual report on area of management prior to the AGM,
- Liaise with the Club President on a regular basis on area of management, and
- Responsible for managing the Junior Development Team and performing the roles of any positions within this team that are unable to be filled.

Knowledge and Skills Required

Ideally the Vice President - Youth & Leadership Development is someone who:

- Communicates effectively,
- Ability to learn the award and training requirements,
- Manages and supervises others,
- Organises and delegates tasks,
- Is able to allocate time periods appropriate for the proper execution of their duties, and
- Has awareness and understanding of relevant Club issues outside direct area of responsibility.

Vice President -Training & Assessment

Role:

The VP (Training & Assessment) has overall responsibility for the clubs training and assessment services.

Responsible to:

President

Responsibilities and Duties:

- Responsible for providing training services and therefore assessment to Fairhaven members,
- Responsible for reviewing and implementing any directives/policies provided by Lifesaving Victoria and Surf Life Saving Australia,
- Responsible for reporting at each committee meeting on area of management, and submitting written reports to the Administration Team,
- Submit an annual report on area of management prior to the AGM,
- Liaise with the Club President and committee on a regular basis on area of management,
- Responsible for managing the Training & Assessment Team and performing the roles of any positions within this team that are unable to be filled, and
- Liaise with the VP (Lifesaving Services) to ensure patrols have members with the necessary qualifications and identify any gaps in patrol awards.

Knowledge and Skills Required

Ideally the VP (Training & Assessment) is someone who:

- Communicates effectively,
- Has a full understanding of all training courses and their implementation,
- Organises and delegates tasks,
- Is able to allocate time periods appropriate for the proper execution of their duties, and
- Has awareness and understanding of relevant Club issues outside direct area of responsibility.

Vice President – Sport

Role:

The Vice President Sport has overall responsibility for the clubs sporting services

Responsible to:

President

Responsibilities and Duties:

- To offer diverse sport & recreational pathways to members of all abilities & all ages,
- To increase the grassroots participation in sport & recreational activities,
- To enhance the health & fitness of our members,
- To foster development of our surf sports teams and athletes,
- To invest in sporting pathways to ensure sustained participation,
- Responsible for coordinating all functions associated with the provision of club competition services,
- Responsible for overall presentation of competitive teams to carnivals and other such organized competitions,
- Responsible for reviewing and implementing any directives/policies provided by state centre and national council,
- Responsible for organising club members to attend and compete for the club at carnivals and other such organised competitions,
- Responsible for reporting at each committee meeting on area of management, and submitting written reports to the Administration Team,
- Submit an annual report on area of management prior to the AGM,
- Liaise with the Club President on a regular basis on area of management, and
- Responsible for managing the Competition Team and performing the roles of any positions within this team that are unable to be filled.

Knowledge and Skills Required

Ideally the VP (Sport) is someone who:

- Communicates effectively,
- Has a full understanding of the sport including competition regulations and rules,
- Organises and delegates tasks,
- Manages time periods appropriate for the proper execution of their duties, and
- Has awareness and understanding of relevant club issues outside direct area of responsibility

Vice President - Facilities

Role:

The Vice President Facilities has overall responsibility for all the club's facilities.

Responsible to:

President

Responsibilities and Duties:

- Responsible for the maintenance and upgrade of club facilities, including the new clubhouse, the bunk house, boat shed and training centre/gym,
- Responsible for overseeing the management of social functions,
- Submit a report on area of management prior to the AGM,
- Liaise with the Club President on a regular basis on area of management,
- Responsible for managing the Facilities Team and performing the roles of any positions within this team that are unable to be filled,
- Review and implement any directives provided OH&S and other regulatory requirements by Lifesaving Victoria and Surf Life Saving Australia or other regulatory body,
- Provide Club Executive with regular updates regarding the operation of club facilities,
- Communicate with local authorities as required in relation to all matters relating to facility management and operation,
- Monitor and manage the clubs liquor licensing obligations, and
- Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively.

Knowledge and Skills Required

Ideally the VP (Facilities) is someone who:

- Communicates effectively,
- Organises and delegates tasks,
- Has experience in provision of building and maintenance services,
- Is able to allocate time periods appropriate for the proper execution of their duties, and
- Has awareness and understanding of relevant club issues outside direct area of responsibility.

Lifesaving Team

Club Vice-Captain

Role:

The Club Vice-Captain is responsible for supporting the Club Captain.

Responsible to:

VP (Lifesaving Services)

Responsibilities and Duties:

- Assist the Club Captain in the coordination of all functions associated with the provision of lifesaving services including the maintenance of efficient, quality patrols, including maintain patrol teams and entering of patrol hours on Surfguard,
- Assist the Club Captain in reviewing and implementing any directives/policies provided by LSV and SLSA, and
- Fulfil the duties of the Club Captain in their absence and display a willingness to develop and learn the role of Club Captain.

Knowledge and Skills Required

Ideally the Club Vice-Captain is someone who:

- Communicates effectively,
- Has a full understanding of lifesaving services, including award structure,
- Organises and delegates tasks, and
- Is able to allocate time periods appropriate for the proper execution of their duties.

Junior Club Captain

Role:

The Junior Club Captain will help coordinate all club junior and cadet activities.

Responsible to:

VP (Lifesaving Services)

Responsibilities and Duties:

- Coordination of all functions associated with junior activities including cadets,
- Foster and promote a message of inclusion for participation by all children,
- Ensure all junior and cadet activities are conducted in a healthy and safe environment and all necessary safety standards are complied with,
- Ensure that all participants have completed membership forms and are currently financial, and
- Actively encourage and foster parental involvement in junior and cadet activities.

Knowledge and Skills Required

Ideally the Junior Club Captain is someone who:

- Is able to organise and delegate tasks,
- Has sound knowledge of current legislation with regards to participation in junior activities,
- Possesses an understanding of and commitment to the promotion of a healthy and safe environment for youth participation in lifesaving, and
- Is able to allocate time periods appropriate for the proper execution of their duties.

IRB Captain

Role:

The IRB Captain has overall responsibility for the provision of power craft services for the club.

Responsible to:

VP (Lifesaving Services)

Responsibilities and Duties:

- Responsible for the correct use and care of all power craft equipment,
- Organise and schedule training and examination of power craft awards in conjunction with the Chief Instructor,
- Maintain a register of power craft awards,
- Ensure that the correct procedures and regulations governing power craft usage are adhered to at all times,
- Ensure that only suitably qualified patrolling members are in charge of power craft at all times,
- Advise VP (Lifesaving Services) of any misconduct on and/or misuse of power craft immediately it occurs, and
- Advise Gear Steward of any repairs to equipment immediately it is damaged.

Knowledge and Skills Required

Ideally the IRB Captain is someone who:

- Must possess the relevant power craft awards (e.g. IRB, PWC)
- Has a sound knowledge of OH&S regulations governing the storage and handling of IRBs, motors and fuel,
- Possesses knowledge and/or experience in the coaching of IRB drivers and crews, and
- Is able to allocate time periods appropriate for the proper execution of their duties.

Radio Officer

Role:

The Radio Officer has overall responsibility for the provision of reliable radio communication services within the club.

Responsible to:

VP (Lifesaving Services)

Responsibilities and Duties:

- Responsible for the maintenance and care of all the club's radio equipment,
- Organise and schedule training and examination of radio awards in conjunction with the Chief Instructor,
- Maintain a register of radio awards,
- Ensure all patrolling club members are familiar with the procedures of radio operations, including logging on and off command procedures, and
- Advise Gear Steward of any repairs to equipment immediately it is damaged.

Knowledge and Skills Required

Ideally the Radio Officer is someone who:

- Must possess a current radio award,
- Is able to communicate effectively, and
- Is able to allocate time periods appropriate for the proper execution of their duties.

First Aid Officer

Role:

The First Aid Officer has overall responsibility for the provision of first aid services within the club.

Responsible to:

VP (Lifesaving Services)

Responsibilities and Duties:

- Is responsible for maintaining adequate stocks of LSV/SLSA approved first aid material and equipment
- Is responsible for maintaining the first aid room in a clean and orderly condition
- Is responsible for ensuring that all first aid equipment is operational
- Organise and arrange instruction for first aid awards in conjunction with the Chief Instructor
- Is responsible for ensuring that a record of names and addresses of patients treated for first aid is maintained
- Advise Gear Steward of any repairs to equipment immediately it is damaged

Knowledge and Skills Required

Ideally the First Aid Officer is someone who:

- Must possess a current first aid award,
- Maintains current knowledge of first aid practices as adopted by the club's parent association, and
- Is able to allocate time periods appropriate for the proper execution of their duties.

Gear Steward

Role:

The Gear Steward has overall responsibility for the purchase, replacement and repair of the club's patrol equipment.

Responsible to:

VP (Lifesaving Services)

Responsibilities and Duties:

- Responsible for maintaining the patrol equipment to LSV and/or SLSA (whichever is higher) approved standards,
- Responsible for developing and maintaining a changeover timetable and repair schedule for patrol equipment,
- Provide a budget, in consultation with other Lifesaving Team members, to the VP (Lifesaving Services) for the purchase, replacement and repair of all patrolling equipment,
- Maintain a register of all patrol equipment, including consumables, and
- Ensure that all safety regulations for the handling and storage of equipment and consumables are met and that all members are aware of such regulations.

Knowledge and Skills Required

Ideally the Gear Steward is someone who:

- Possesses a knowledge of equipment storage and handling, as well as related safety regulations,
- Is able to organise and prepare budgets, and
- Is able to allocate regular time periods appropriate for the proper execution of their duties

Administration Team

Registrar

Role:

The Registrar is responsible for the registration of club members and the return of official nomination forms

Responsible to:

Vice President - Administration

Responsibilities and Duties:

- Responsible for maintaining a register of all members of the club, a key part of this being the updating of SurfGuard,
- Producing and distributing membership cards,
- Dealing with applications for membership, and
- Liaising with the Club Treasurer regarding the management of membership fees.

Knowledge and Skills Required

Ideally the Registrar is someone who:

- Has good organizational skills,
- Communicates effectively,
- Maintains confidentiality in relevant matters, and
- Is able to allocate time periods appropriate for the proper execution of their duties

Webmaster

Role:

The Webmaster is responsible for maintaining the club website.

Responsible to:

Vice President - Administration

Responsibilities and Duties:

- Maintain and update website content as instructed,
- Ensure that the web server, hardware and software are operating accurately, and
- Maintain hosting and domain registration.

Knowledge and Skills Required

Ideally the Website Administrator is someone who:

- Possesses good communication and reporting skills,
- Has good organisational skills,
- Is well-versed in copy editing, HTML (hypertext markup language), scripting languages, graphic design, marketing, software quality assurance and technical writing, and
- Is able to allocate time periods for the preparation and publication of website content.

Historian

Role:

The Historian is responsible for maintaining a historical record of the club.

Responsible to:

Vice President - Administration

Responsibilities and Duties:

- Responsible for keeping a record of the club, and its members, accomplishments and activities,
- Collection of items such as pictures and news clippings about the club and its members, and
- Maintain an archive of club articles and memorabilia.

Knowledge and Skills Required

Ideally the Historian is someone who:

- Has the ability to gather, organise and deploy evidence, data and information; and familiarity with appropriate means of identifying, finding, retrieving, sorting and exchanging information,
- Possesses intellectual integrity and maturity, and
- Is able to allocate time periods appropriate for the proper execution of their duties

Youth and Leadership Team

Nipper Manager

Roles and Responsibilities:

The Nipper Manager is responsible for the running of the nipper program.

Responsible to:

Vice President - Youth & Leadership Development

Responsibilities and Duties:

- To deliver an aquatic/marine education program that will facilitate the transition of junior members into advanced lifesaving and competition activities,
- To conduct training sessions for nippers with an awareness of their skill levels, prevailing weather conditions and achievable outcomes in a safe and welcoming environment,
- Appoint and assist age managers to conduct nipper training,
- Build a knowledge of award requirements and up-to-date training techniques,
- Encourage all Nipper members to gain lifesaving skills and obtain further awards, and
- Review and actively promote youth development and leadership programs within the club.

Knowledge and Skills Required

Ideally the Nipper Manager is someone who:

- Possesses a high degree of leadership skills,
- Possesses excellent communication skills,
- Is able to liaise with both nippers and parent groups,
- Is able to develop, plan and deliver training schedules and programs, and
- Is able to allocate time periods appropriate for the proper execution of their duties

Training and Assessment Team

Chief Instructor(s)

Role:

The Chief Instructor supports the VP (Training & Assessment) in all aspects of the clubs training and assessment services.

Responsible to:

VP (Training & Assessment)

Responsibilities and Duties:

- Responsible for the organisation and management of all training programs and ensuring high quality training is delivered to promote high standards of skills on patrol,
- Responsible for leading communication with members in relation to training & assessment,
- Responsible for reviewing and implementing any directives/policies provided by state centre and national council, in conjunction with the VP (T&A), for those directives /policies that relate to Training and assessment, and
- Responsible for managing the Training & Assessment Team, in conjunction with the VP (Training & Assessment)

Knowledge and Skills Required

Ideally the Chief Instructor is someone who:

- Communicates effectively,
- Has a full understanding of the SLSA award structure, associated training services and the requirements for their training and assessment,
- Organises and delegates tasks, and
- Is able to allocate time periods appropriate for the proper execution of their duties

Chief Assessor

Role:

The Chief Assessor supports the VP (Training & Assessment) in all aspects of the clubs training and assessment services.

Responsible to:

VP (Training & Assessment)

Responsibilities and Duties:

- Responsible for the organisation and management of all assessments, collaborating with trainers to ensure a high standard of training,
- Responsible for leading communication with members in relation to assessment,
- Responsible for leading communication with Trainers & Assessors from other clubs,
- Responsible for reviewing and implementing any directives/policies provided by state centre and national council, in conjunction with the VP (T&A) and Chief Instructor(s), for those directives /policies that relate to Training and assessment,
- Responsible for managing the Training & Assessment Team, in conjunction with the VP (Training & Assessment) & Chief Instructor(s),
- Responsible for coordinating club assessors, and assisting them in maintaining their own currency and developing further,
- Responsible for liaising with the Club Captain to organise skills maintenance sessions annually for members, and
- Responsible for liaising with external assessors to coordinate the exchange of assessors.

Knowledge and Skills Required

Ideally the Chief Assessor is someone who:

- Communicates effectively,
- Has a full understanding of training services, particularly of award and assessment structure,
- Able to operate with members from other clubs to establish the exchange of assessors,
- Organises and delegates tasks, and
- Is able to allocate time periods appropriate for the proper execution of their duties.

Sports Team

Board & Ski Captain

Role:

The Board & Ski Captain will be responsible for the preparation and supervision of club participation in board and ski sport.

Responsible to:

VP (Sport)

Responsibilities and Duties:

- Responsible for all the club's competition boards and skis and their current storage,
- Responsible for the housing of boards and skis belonging to members,
- In consultation with the VP (Sport), permit or prohibit the use of any club competition craft or gear,
- Assist in the selection and supervise the training of individuals and/or team board and ski competitors,
- In consultation with the Boat Captain be responsible for the transport to and from carnivals of club competition boards and skis,
- Maintain club competition boards and skis in a serviceable condition,
- Ensure regulations pertaining to competition involvement have been followed, in particular with regard to patrol hour obligations, and
- Coordinate the competition entries of club competitors in board and ski events at carnivals – locally, state and nationally.

Knowledge and Skills Required

Ideally the Board & Ski Captain is someone who:

- Has a sound knowledge of OH&S regulations governing the storage and handling of boards and skis,
- Possesses knowledge and/or experience in coaching of board and ski paddlers for competition,
- Possesses knowledge of competition rules particularly related to board and ski events, and
- Is able to allocate time periods appropriate for the proper execution of their duties.

Boat Captain

Role:

The Boat Captain will be responsible for the preparation and supervision of club participation in surf boat sport

Responsible to:

VP (sport)

Responsibilities and Duties:

- Responsible for the care, maintenance and housing of surf boats and all associated gear,
- In consultation with the VP (sport), permit or prohibit the use of any club competition craft or gear,
- In consultation with the Board and Ski Captain be responsible for the transport to and from carnivals of club surf boats,
- Supervise and develop training programs for all surf boat crews in consultation with the VP (sport),
- Assist in the selection of boat competitors,
- Ensure regulations pertaining to competition involvement have been followed, in particular with regard to patrol hour obligations, and
- Coordinate the competition entries of club competitors in surf boat events at carnivals – locally, state and nationally.

Knowledge and Skills Required

Ideally the Boat Captain is someone who:

- Has a sound knowledge of OH&S regulations governing the storage and handling of surf boats,
- Possesses knowledge and/or experience in coaching of surf boat crews for competition,
- Possesses knowledge of competition rules particularly related to surf boat events, and
- Is able to allocate time periods appropriate for the proper execution of their duties.

Beach Area Captain

Role:

The Beach Area Captain will be responsible for the preparation and supervision of club participation in beach sport.

Responsible to:

VP (Sport)

Responsibilities and Duties:

- Supervise and develop training programs for competitors in beach events in consultation with the VP (sport),
- Assist in the selection of beach event competitors,
- Ensure regulations pertaining to competition involvement have been followed, in particular with regard to patrol hour obligations, and
- Responsible for the competition entries of club competitors in beach events at carnivals – locally, state and nationally.

Knowledge and Skills Required

Ideally the Beach Area Captain is someone who:

- Possesses knowledge and/or experience in coaching of beach events disciplines,
- Possesses knowledge of competition rules particularly related to beach events, and
- Is able to allocate time periods appropriate for the proper execution of their duties

Facilities Team Delegates

Events/Social Coordinator

Role:

The Events Coordinator is responsible for organising club social events.

Responsible to:

VP (Facilities)

Responsibilities and Duties:

- Responsible for the conduct of social events including, but not limited to, awards presentation night, club ball, and
- Prepare an annual calendar of social events.

Knowledge and Skills Required

Ideally the Events Coordinator is someone who:

- Communicates effectively,
- Has good organisational skills, and
- Is able to allocate time periods appropriate for the proper execution of their duties.

Finance Team

Solicitor

Role:

The Solicitor is responsible for all legal matters pertaining to the club.

Responsible to:

Treasurer

Responsibilities and Duties:

- Responsible for providing/sourcing legal and insurance services for the club.

Knowledge and Skills Required

Ideally the Solicitor is someone who:

- Is qualified to provide legal advice to the club,
- Maintains confidentiality in relevant matters, and
- Is able to allocate time periods appropriate for the proper execution of their duties

Public Officer

Role:

The Public Officer is responsible for all taxation issues pertaining to the club

Responsible to:

Treasurer

Responsibilities and Duties:

- Responsible for dealing with the Commissioner of Taxation in relation to the clubs tax affairs, including record keeping and submitting club tax returns.

Knowledge and Skills Required

Ideally the Public Officer is someone who:

- Is over 18, resides in Australia and must fully understand the nature of the appointment,
- Is able to satisfy POI requirements,
- Maintains confidentiality in relevant matters, and
- Is able to allocate time periods appropriate for the proper execution of their duties.

Auditor

Role:

The Auditor is responsible for ensuring that the financial statements of the club are prepared in accordance with specified criteria, namely the Australian Accounting Standards.

Responsible to:

Treasurer

Responsibilities and Duties:

- Responsible for the audit of financial statements.

Knowledge and Skills Required

Ideally the Auditor is someone who:

- Is a qualified accountant,
- Maintains confidentiality in relevant matters, and
- Is able to allocate time periods appropriate for the proper execution of their duties

Sponsorship & Relationship Manager

Role:

The sponsorship manager will develop and manage all club sponsorship.

Responsible to:

Treasurer

Responsibilities and Duties:

- Responsible for the planning and production of sponsorship packages,
- Actively seek and promote new club sponsors for both general and special events,
- Service and maintain existing sponsorship arrangements,
- Responsible for submitting a written account covering all conditions associated with each sponsorship gained to the Treasurer within two weeks of the sponsorship agreement being signed,
- Ensure that all necessary sponsorship agreement conditions are complied with, and
- Responsible for the completion and submission of grant applications.

Knowledge and Skills Required

Ideally the sponsorship coordinator is someone who:

- Possesses good communication and negotiating skills,
- Possesses graphic design and/or word processing skills, and
- Is able to allocate time periods for the development, preparation and servicing of sponsorship agreements

Delegates reporting to the President

Haven Editor

Role:

To coordinate the production of club publications including “The Haven” and the club Annual Report.

Responsible to: President**Responsibilities and Duties:**

- Collate, publish and distribute “The Haven” and the Club Annual Report.
- Note: Haven is published bi-annually (pre Xmas and pre Easter) and Annual Report is published prior to Club AGM.

Knowledge and Skills Required

Ideally the Haven Editor is someone who:

- Possesses good communication and reporting skills,
- Possess strong writing, language and editing skills,
- Has the ability to organise and delegate, and
- Is able to allocate time periods for the preparation and distribution of the club magazine

Media & Promotions Manager

Role:

To arrange and coordinate all media and information activities of the club.

Responsible to:

President

Responsibilities and duties:

- Write media releases for distribution to local media and stakeholders,
- Responsible for ensuring that club activities are given coverage within the local, regional and state media, and
- Responsible for ensuring that the local media, businessmen, and stakeholders are invited to suitable club functions and activities.

Knowledge and skills required:

Ideally the media & promotions manager is someone who:

- Possesses good communication and reporting skills,
- Has a knowledge of media release formats,
- Has the ability to organise and delegate tasks, and
- Is able to allocate time periods for the preparation and distribution of media releases

Member Protection Officer

Role:

To act as the point of contact for anyone, be that adult or child, who has a concern, grievance or complaint about something that has occurred at the Club, including issues around safeguarding children.

Note: It is important to recognise that while the Member Protection Officer may have information, they are not expected to hold the key in resolving all dilemmas that may develop at the club. Contacting other club Member Protection Officers and/or Life Saving Victoria's Member Protection Officer in determining an appropriate course of action on any matter may be extremely beneficial.

Responsible to:

The President

Knowledge and Skills required:

Ideally the Membership & Protection Officer is someone who:

- Has the ability to investigate (on a confidential basis) any complaint and facilitate an acceptable resolution,
- Possesses good communication and reporting skills,
- Has a high level of knowledge of the relevant SLSA policies and procedures relating to Membership Protection and Child Safety. This includes but is not limited to the policies identified below, and
- Is able to allocate time periods to manage the role.

Relevant Policies and Procedures.

- LSV AD6-05 Member Protection: Working With Children Checks - http://www.lifesavingvictoria.com.au/resources/documents/Policy_AD6-05_Member_Protection_-_Working_With_Children_Checks_V3.pdf
- SLSA 6.5 Member Safety and Wellbeing Policy - http://www.slsa.com.au/site/_content/resource/00000530-docsource.pdf
- SLSA 6.5 Member Safety and Wellbeing Policy: Annexure 2 Specific Roles of Conduct - http://www.slsa.com.au/site/_content/resource/00000533-docsource.pdf
- SLSA 6.6 SLSA Grievance Procedure - http://www.slsa.com.au/site/_content/resource/00000697-docsource.pdf

Grants Officer

Role:

The Grants Officer will source appropriate and relevant Grant opportunities for the Club and co-ordinate grant applications.

Responsible to: President

Responsibilities and Duties:

- Research, identify and maintain a register of external funding sources and opportunities relevant to all areas of club operation,
- Liaise with the appropriate Committee Members and Delegates to facilitate high quality grant applications,
- Responsible for monitoring project milestones are being met, and
- Reporting progress to funding bodies and ensuring that grant related projects are completed in a timely manner.

Child Safety Officer/s

Role:

The Child Safety Officer/s have responsibility for the club's child safety policy and protocols and handling child safety complaints.

Responsible to: President

Responsibilities:

- Responsible for responding to any child safety complaints made by volunteers, staff, parents or children,
- Responsible for raising awareness of child safety policy and protocols among volunteers, staff, parents and children,
- Provide information and training for the prevention of harm to children involved in club activities,
- Responsible for reviewing and implementing any directives/policies provided by LSV and SLSA,
- Responsible for reporting at each committee meeting on area of management, and submitting written reports to the Administration Team,
- Submit an annual report on area of management for AGM,
- Liaise with the Member Protection Officer and Club President about incident reports and actions taken,
- Responsible for sensitive and confidential reporting/documentation of incidents in accordance with club policy and procedure, and
- Liaise with the relevant club officers/leaders (e.g. Nippers Coordinator, Training and Assessment, Youth Leadership Development, Social Media, Director of Sport) to develop, implement and evaluate child safety initiatives across the season.

Knowledge and Skills Required

Ideally the Child Safety Officer/s are people who:

- Communicate effectively,
- Have a full understanding of child safety issues,
- Have prior experience with handling disclosures and reporting abuse, and
- Is able to allocate time periods appropriate for the proper execution of their duties.

Social Media Coordinator

Role:

The Social Media Coordinator has overall responsibility for the club's external communications via social media including but not exclusive to Instagram, Facebook and twitter.

Responsible to: President

Responsibilities:

- Update Social Media Channels with club events,
- Update Social Media Channels with time relevant information on club activities,
- Update social media channels with Safety Information (ie Beach closure, shark sightings, bush fires, Great Ocean Road closures etc),
- Being in contact with VP's who will feed information through to Social Media Coordinator as required, and
- Posting weekly Facebook reminder of patrol roster during the season.

Knowledge and Skills Required

Ideally the Social Media Coordinator is someone who:

- Communicates clearly,
- Has a high written and verbal communication standard,
- Is contactable and approachable to club members to communicate across social channels when needed,
- Has a clear understanding of the brand of the club and can communicate in accordance with this,
- Can give equal and impartial attention to all aspects of the club, and
- Can proactively communicate messages from Lifesaving Victoria and other relevant bodies.