

ANNEXURE 2

## **OFFICER POSITIONS – RESPONSIBILITIES AND DUTIES**

### **President/Chairperson**

- Principal leader with overall responsibility for the Club's administration and operation
- Oversight the overall annual Executive Committee agenda and planning, including the prioritisation of short term and long term goals and succession planning
- Represent the Club and its membership at local, branch, state and national levels of SLSA
- Represent the Club in all negotiations with local, State and Federal Government authorities
- Ensure planning and budgeting is in accordance with the decisions of the Executive Committee and in the interests of the Club membership
- Ensure appropriate steps are taken to maintain the operational, financial, social and structural viability of the Club
- Ensure all reasonable action is taken to Identify and communicate to members threats, challenges and opportunities available to the Club
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

### **Executive Officer**

- Responsible for ensuring the general routine administration of the Club
- Maintain a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Play an active role in the overall management of the Club as a member of the Executive Committee.
- Make arrangements including agenda, venue, date, etc, for Club meetings in consultations with the Chairperson and advise members accordingly
- Collect and collate reports from office bearers as necessary
- Call for and receive nominations for committees and other positions for the Club Annual General Meeting
- Take minutes of meetings and maintain a copy for records
- Read, reply and file correspondence promptly
- Ensure notices of all meetings, Executive Committee minutes and other significant decisions impacting on the membership are made available to the members via the Club notice boards, website, emails or by such other means as appropriate
- Preparation and submission of the annual budget for the Club's administrative activities to the Executive Committee prior to the commencement of the season
- Collate and arrange for the printing of the annual report
- Maintain or ensure SurfGuard records and data input
- Coordination and preparation of all grant applications made by the club to local, State, Federal and non-government authorities and organisations.

- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of the Club, liaising with members of the public, affiliated bodies and government agencies.
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

### **Treasurer/Director of Finance**

- Act as the Chief Financial Management Officer for the Club
- Play an active role in the overall management of the Club as a member of the Executive Committee.
- Prepare and monitor the Club's budget, including the oversight and monitoring of any accounting records maintained by the Junior Activities section of the Club
- Maintain the Club's accounting records including receipt of all monies paid to the Club, the issue of receipts for money received and the banking of all money received
- Ensuring the timely and accurate payment of all invoices received by the Club
- Facilitate the annual audit, presenting details to members at the Annual General Meeting
- Produce relevant and timely financial reports and submit these to each Executive Committee meeting as required
- Cause the preparation of statutory returns and reports as required, including BAS and IAS
- Ensure the entity is compliant with financial and reporting obligations under relevant legislation and regulations, including *Associations Incorporation Act (1984)* and the *Charitable Fundraising Act (1991)* and various taxation requirements
- Attend to the payment of wages, superannuation and taxation liabilities for paid employees of the Club.
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

### **Club Captain/Director Lifesaving**

- Responsible for the conduct and control all patrols and the Club's compliance with any life saving agreements that may be in force from time to time
- Play an active role in the overall management of the Club as a member of the Executive Committee.
- Schedule patrols and roster patrol duties prior to the commencement of each season so as to ensure the Club meets any requirements of Branch, State or National levels of SLSA
- Preparation and submission of the annual budget for the Club's lifesaving activities to the Executive Committee prior to the commencement of the season
- Overall responsibility for ensuring all operational lifesaving equipment is well maintained and ready for use at all times
- Work in consultation with the Chief Instructor/Director Education to ensure that all patrolling members are proficient each year

- In conjunction with the Director Youth Development, development and coordination of programs for U13 to U19 members to facilitate an increasing role and responsibility in patrol activities.
- In conjunction with the Chief Instructor & Director Youth Development and relevant school personnel, development and coordination of programs relating to Riverview students and their integration into lifesaving and competition activities within the club
- Maintain a record of members' performances while on patrol, including communication with members who miss patrols to ensure they comply with any obligations arising under Club rules.
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

### **Chief Instructor/Director Education**

- Responsible for the development and delivery of the Club's training and assessment program for new and existing members
- Lead and develop a team of trainers and assessors who will develop personnel to meet the training and operational needs of the Club
- Play an active role in the overall management of the Club as a member of the Executive Committee.
- Preparation and submission of the annual budget for the Club's education and training activities to the Executive Committee prior to the commencement of the season
- In conjunction with the Director Youth Development, development and coordination of programs for U13 to U19 members to facilitate their engagement in the attainment of SLSA awards in addition to the SRC and Bronze Medallion
- In conjunction with the Director Lifesaving & Director Youth Development and relevant school personnel, development and coordination of programs relating to Riverview students and their integration into lifesaving and competition activities within the club
- Coordinate all training squads, their trainers and any necessary training resources
- Identify, develop and coordinate delivery of training programs to meet the Club's Beach Management Plan and service quality issues,
- Ensure re-qualifications of awards and certificates are completed by required date and recorded in Surfguard
- Arrange assessments through the Branch as required
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

### **Director Sport**

- Responsible for the oversight of the Club's competition and training programs including the organisation and discipline of all competitors and teams who represent the Club in competition, not including junior activities members

- Play an active role in the overall management of the Club as a member of the Executive Committee.
- Ensure sectional captains have in place a structured coaching, training & skills development program for the competitors in their area, including the design of training programs for individual competitors
- In conjunction with sectional captains, ensure the Club's competition member list is up to date and ensure members are aware of carnival dates, and procedures at interclub, branch, state and national levels (including entry procedures and closing dates)
- In conjunction with the Director Youth Development, development and coordination of programs for U13-U19 members to facilitate their engagement and on-going involvement in all facets of surf sports competition
- Ensure sectional captains liaise with junior activities committee members and individual junior activity members to facilitate the transition of those members into the senior competition program
- Facilitate entries and accommodation for competitors to carnivals
- Ensure any protests at carnivals are dealt with in an efficient and appropriate manner
- Liaise with the captains of the competition sections on upcoming events/issues
- Each year allocate responsibility for tasks associated with carnival competition including transport of gear and equipment, accommodation and travel arrangements, touring team managers, team selectors and such other competitor support personnel considered appropriate by the Director
- Liaise with junior activities committee members and individual junior activity members to facilitate the transition of those members who wish to compete for the club into post junior activities competition
- In consultation with section captains, ensure an annual competition budget is prepared and submitted to the Executive Committee for approval prior to the commencement of the season.
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

### **Director of Facilities**

- Responsible for the oversight of all issues relating to the maintenance, repair and on-going use of the Club building and facilities
- Play an active role in the overall management of the Club as a member of the Executive Committee.
- In consultation with the Chairperson, represent the Club in all negotiations with local, State and Federal Government authorities in relation to building and facilities matters
- Arranging for relevant building work, maintenance and repairs to be undertaken by appropriately qualified tradespeople in accordance with any directives or approvals made or given by the Executive Committee
- Preparation and submission of the annual budget for the Club's facilities and building maintenance to the Executive Committee prior to the commencement of the season

- In consultation with the Chairperson and Treasurer, determine the procedures to be adopted for the hiring of club facilities, including the rates for such hire
- Oversight of the display and placement of historical items within the Club's Heritage Room
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

#### **Director (General) - Member Services**

- Responsible for the development, management and delivery of programs, policies and resources relating to member services as may be approved by the Executive Committee
- Play an active role in the overall management of the Club as a member of the Executive Committee.
- In consultation with the Chairperson Junior Activities and the Youth Liaison Officer, design of youth development and peer support programs
- Develop and maintain leadership programs that positively contribute to the development of the Club membership and on-going culture, ethos and wellbeing of the Club
- Preparation and submission of the annual budget for Member Services to the Executive Committee prior to the commencement of the season
- Develop and maintain recruitment and retention programs in consultation with relevant Club personnel
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

#### **Director Sponsorship and Marketing**

- Responsible for the marketing of the Club to sponsors and potential sponsors
- Play an active role in the overall management of the Club as a member of the Executive Committee.
- Formulate and submit for approval by the Executive Committee annual sponsorship targets
- Development and implementation of marketing and sponsorship strategies which highlight the strengths of the Club and its membership to sponsors and potential sponsors with a particular view to meeting any sponsorship targets approved by the Executive Committee
- Conduct of all relevant negotiations and discussions with sponsors and potential sponsors of the Club
- Oversight and coordinate the development of all marketing and sponsorship brochures, pamphlets, flyers and other material, in both written and electronic form, to be used by the Club to attract new sponsors and retain existing sponsors
- Preparation and submission of the annual budget for Sponsorship and Marketing to the Executive Committee prior to the commencement of the season
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

### **Director (General) – Communications**

- Responsible for the development, management and delivery of programs, policies and resources relating to club communications.
- Play an active role in the overall management of the Club as a member of the Executive Committee.
- In consultation with the Director Member Services and the Director of Sponsorship and Marketing, maximise opportunities for the Club through coordinated communications strategies across a variety of platforms.
- Develop and maintain programs that positively contribute to the development of the Club membership and on-going culture, ethos and wellbeing of the Club
- Preparation and submission of the annual budget for Communications to the Executive Committee prior to the commencement of the season
- Develop and maintain recruitment and retention programs in consultation with relevant Club personnel
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

### **Chairperson Junior Activities**

- Provide leadership to the Junior Activities section of the Club
- Play an active role in the overall management of the Club as a member of the Executive Committee.
- Oversight the annual Junior Activities agenda and planning, including the prioritisation of short term and long term goals and succession planning
- Ensure the Junior Activities committee is run in accordance with the Club Constitution and any relevant Board Directives
- Liaise with other members of the Executive Committee to ensure the practices and procedures utilised to coordinate junior activities in the areas of administration, education, competition, lifesaving, sponsorship & marketing, information technology and finance are as closely aligned as practicable across both the senior and junior areas of the Club
- Act as the primary conduit for the exchange of information between members of the Junior Activities Committee and the Executive Committee
- Ensure that the annual budget for the Junior Activities Section is prepared and submitted for approval by the Executive Committee in accordance with the Club Constitution.
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

### **Life Membership Panel Members**

- Determine nominations for life membership in accordance with the relevant provisions of the Club Constitution and any relevant By-Laws that may be in force from time to time

### **Member Protection Officer**

- Provide advice and assistance to members who may wish to lodge formal complaints or grievances, including identifying options for resolution of such complaints or grievances through both informal and formal means
- Act as first contact point for any members who have concerns about safety or welfare issues
- Provide advice and assistance to members on child protection, harassment, discrimination and other relevant member protection issues.
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws

### **OH& S Officer**

- Responsible for ensuring the club complies with all relevant occupational, health and safety requirements arising from relevant legislation or Australian, State or Branch surf life saving policy
- As required, undertaking appropriate risk assessments of the club facilities and activities so as to ensure the safety and wellbeing of members and other people who use the club facilities or are subject to the club's activities
- Develop and implement appropriate OH&S awareness and training programs so that members are aware of their individual and collective OH&S responsibilities.
- Other duties and responsibilities as provided for in the Club Constitution and any By-Laws