



LENNOX HEAD ALSTONVILLE

S.L.S.C.

LENNOX HEAD ALSTONVILLE SURF LIFE SAVING CLUB INC.

DUTIES AND RESPONSIBILITIES

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LENNOX HEAD – ALSTONVILLE SURF LIFE SAVING CLUB

DUTIES AND RESPONSIBILITIES FOR OFFICERS, ADVISERS AND COMMITTEES

1. PRESIDENT:

Shall:

- a) Be responsible to the Management Committee;
- b) Ensure that all Officers and Advisers carry out their duties in accordance with the Constitution and Duties and Responsibilities;
- c) Be responsible for all affairs of the Club and shall chair, where possible, all meetings appertaining to the administration of the Club (except as may be provided for in 'the Constitution')
- d) Represent the Club where possible at all local, regional, state and national lifesaving functions;
- e) Obtain and develop relations with sponsors and supporters;
- f) Be responsible for planning including succession, business and finance;
- g) Submit a written monthly report to the Management Committee Meeting.

2. VICE PRESIDENT:

Shall:

- a) Be responsible to the Management Committee;
- b) Undertake any agreed task allocated by the President or Management Committee;
- c) Perform all the duties of the President in his/her absence;

3 SECRETARY:

Shall:

- a) Be responsible to the Management Committee;
- b) Administer the correspondence of the Club and be responsible for the clerical administration of the Club and ensure that records are kept of the business of the Club including the minutes of all Management Committee, General Meetings and Annual General Meetings. These records shall be held at the club office;
- c) Be responsible to record the Minutes of all Management, General and Annual meetings;

- d) Be responsible to have all Minutes circulated within fourteen (14) days of the Management, General and Annual General meetings to the Management Committee Members and in regards to General and Annual General Meetings to all voting members;
- e) Prepare the Agenda and cause the Agenda to be sent to all Management Committee Members and in relation to General and Annual General Meetings to all voting members;
- f) Be responsible to carry out the procedures provided for in the Constitution in respect of matters to be decided by a mail, facsimile or electronic vote of members and maintain a record of such votes;
- g) Notify SLSFNC and SLSNSW of any penalties, expulsions and suspensions;
- h) Compile or cause to be compiled the Annual Report for preparation, printing and distribution;
- i) Submit a written monthly report to the Management Committee.

3. TREASURER:

Shall:

- a) Be responsible to the Management Committee;
- b) Be responsible for all club financial matters;
- c) Ensure that proper financial expenditure and income processes are in place and are followed within the Club;
- d) Ensure that all money due to the Club is collected and banked promptly and that all payments authorised by the Club are made;
- e) Before each Management Committee Meeting and at other times requested by the Management Committee, prepare statements showing details of receipts and expenditure and particulars relating to accounts payable for the period since the previous statement;
- f) Keep or cause to be kept, proper books of record and also prepare books of account showing all receipts, expenditure, assets and liabilities of the Club in connection with the Club;
- g) Prepare and maintain a schedule of assets and liabilities of the Club;
- h) Prepare a statement of income and expenditure, together with a Balance Sheet showing the position of the Club as at the date of the close of the financial year together with the Auditor's Report and include it in the Annual Report;
- i) Supervise the purchasing and insurance activities of the Club;
- j) Maintain an Assets Register of the property of the Club;
- k) Request budgets from the Management Committee members to enable the compilation of a Club budget for the Management Committee's consideration immediately after the AGM;
- l) Cause the preparation of statutory returns and reports as required, specifically, BAS and IAS;
- m) Ensure the Club is compliant with relevant Legislation and Regulations, particularly the Associations Incorporations Act NSW (2009) and the Charitable Fund Raising Act (1991) and various taxation requirements.

4. CLUB CAPTAIN:

Shall:

- a) Be responsible to the Management Committee
- b) Be responsible to conduct and control all patrols;
- c) Be responsible for the conduct of all active members of the club;
- d) Schedule patrols and roster patrol duties prior to the commencement of each season;
- e) Be responsible for assessment of the location for all junior activities;
- f) Ensure that the following are qualified and accredited and carry out their duties in accordance with this document, Club Vice Captain, Junior Club Captain, IRB Captain, Craft Adviser, First Aid Adviser, Water Safety Officer, Radio Officer and Gear Steward;
- g) Ensure sufficient numbers are on patrol;
- h) Contact all patrol defaulters and if considered necessary recommend a course of action to the Management Committee to maintain efficiency of patrols;
- i) Keep a record of member's performance at patrol duties;
- j) Negotiate "Lifesaving Service Agreements" with SLSNSW and affiliated bodies & refer to the Management Committee for endorsement;
- k) Submit a written monthly report to the Management Committee.

5. SURF SPORTS COORDINATOR:

Shall:

- a) Be responsible to the Management Committee;
- b) Be the holder of current SLSA accreditation for officials or coaching minimum level 1;
- c) Liaise with the Club Coaches, Officials and Competitors as required;
- d) Administer and plan the competition and coaching activities of the Club;
- e) Submit entries for all competitions;
- f) Coordinate the recruitment, retention, and ongoing accreditation of surf sports official and coaches;
- g) Coordinate and be responsible for the conducting of all Club Surf Sports Carnivals, Displays, Competitions and Special Events;
- h) Develop official and coaches career paths within the Club for future development within the SLSFNC, SLSNSW and SLSA;
- i) Attend SLSFNC Board of Surf Sports meetings and surf sports activities. If unable to attend such meeting appoint a proxy;

- j) Submit a monthly written report to the Management Committee.

6 REGISTRAR:

Shall:

- a) Be responsible to the Management Committee;
- b) Maintain a database of all existing members details, including contact, membership category, membership history, emergency contact details and qualifications
- c) Maintain a list of Honours and Life Members;
- d) Respond to member requests regarding their membership status and details;
- e) Ensure that appropriate Privacy Policies are in place and followed within the Club;
- f) Record and maintain any other relevant Club information;
- g) Liaise between the database provider and the club in the area of induction to database usage and updating database knowledge;
- h) Maintain a record of all member transfers, approved or otherwise;
- i) Keep a record of member's requalification each season;
- j) Liaise with Management Committee regarding milestones achievements in surf lifesaving, SLSA Awards or any other area for recognition;
- k) Submit a written monthly report to the Management Committee.

6. YOUTH ACTIVITIES COORDINATOR:

Shall:

- a) Be elected by the club Youth Activities Committee and shall be the Chairman and Convener of that Committee;
- b) Be responsible to the Management Committee;
- c) Liaise with Age Managers, Surf Sports Coordinator and Water Safety Officer as required;
- d) Act as primary contact for all youth related matters within the club;
- e) Be responsible for ensuring all members of the Youth Activities Committee perform their duties in accordance with the Rules of LHASLSC, SLSFNC, SLSNSW and SLSA;
- f) Ensure that the relevant Surf Education Certification is achieved by youth members as per SLSNSW SLSA and Directives;
- g) Coordinate all junior activities;
- h) Organize the Club junior lifesaver of the year award and any related applications for Regional and State programs;
- i) Coordinate participants for SLSFNC, SLSNSW and SLSA surf carnivals and run leadership and development programs;
- j) Attend SLSFNC Youth Activities Committee Meetings and related matters. If unable to attend such meeting appoint a proxy;

- k) Submit a written report to the Management Committee.

9 CHIEF TRAINING OFFICER (Lifesaving):

Shall:

- a) Be responsible to the Management Committee;
- b) Be minimum holder of a bronze medallion and Cert iv in Work Place Training and Assessment;
- c) Manage training and assessment activities at the club;
- d) Lead and develop a team of trainers and assessors who will develop personnel to meet the operational needs of the club;
- e) Assist the YAC Coordinator in the development of youth within the club;
- f) Coordinate all instruction squads, their trainers and resources;
- g) Assess development and coordinate delivery of training solutions to meet the Club's Beach Management Plan and service quality issues;
- h) Ensure all training sessions are efficient, records completed and filed;
- i) Develop training solutions for new resource implementation;
- j) Ensure requalification's of awards and certificates are completed by the required date and recorded;
- k) Arrange assessments through the Branch as required, ensuring follow up as required;
- l) Attend Branch Education Meetings as required and if unavailable arrange a suitable proxy;
- m) Liaise with the Branch Director of Education;
- n) Submit a written monthly report to the Management Committee.

10. PUBLIC OFFICER:

Shall:

- a) The Public Officer is the official point of contact for the Club and one of the authorised signatories;
- b) Be 18 years of age or older and shall be a resident of NSW;
- c) Notify NSW Fair Trading of any changes in the Club's official address within twenty eight (28) days;
- d) Collect all the Club's documents from former Management Committee members and deliver the documents to the new committee member;
- e) Return all the Club's documents to a Management Committee Member within 14 days of vacating office;
- f) The Management Committee may at any time remove the Public Officer and appoint a new one. When a vacancy occurs in the position of Public Officer, the Secretary shall within

fourteen (14) days notify the Department of Fair Trading on the prescribed form and the appointment of a new Public Officer;

- g) Service of legal documents on the Club is affected by serving them on the Public Officer or by serving them personally on two members of the Executive Committee.

11. ASSISTANT SECRETARY:

Shall:

- a) Be responsible to the Secretary;
- b) Undertake any agreed task allocated by the Secretary or Management Committee;
- c) Assist the secretary with correspondence;
- d) Perform all the duties of the Secretary in his/her absence;

12. CLUB VICE CAPTAIN:

Shall:

- a) Be responsible to the Club Captain;
- b) Undertake any agreed task allocated by the Club Captain or Management Committee;
- c) Assist Club Captain in ensuring sufficient members are on patrol;
- d) Assist in preparing patrol rosters;
- e) Assist club captain with patrol defaulters to maintain efficiency of patrols;
- f) Perform all the duties of the Club Captain in his/her absence.

13. JUNIOR CLUB CAPTAIN:

Shall:

- a) Be responsible to the Club Captain;
- b) Assist with the coordination of youth activities;
- c) Assist the Club Captain /Vice Captain with lifesaving matters relating to junior members
- d) Aid junior members in their transition to full patrol members.

14. IRB CAPTAIN:

Shall:

- a) Be responsible to the Club Captain;
- b) Responsible for the care, housing and maintenance of the IRBs and related gear and Equipment;

- c) Coordinate training for IRB crew and drivers in conjunction with the Chief Training Officer;
- d) Submit a written monthly report to the Management Committee meeting.

15 FIRST AID OFFICER:

Shall:

- a) Be responsible to the Club Captain;
- b) Purchase & receive delivery of supplies when needed;
- c) Ensure that the Patrol Captains organise the periodic cleaning of the First Aid Room;
- d) Assist with minor First Aid Incidents, and liaise with Ambulance or Medical Officers if required;
- e) Monitor First Aid Equipment (e.g. oxygen, Oxyviva, defibrillator etc.) to ensure in working order;
- f) Assist in training members for First Aid Courses;
- g) Submit written reports to the Management Committee as required;

15. PUBLICITY OFFICER

Shall:

- a) Be responsible to Management Committee;
- b) Be responsible for all publicity and advertising pertaining to the clubs activities;
- c) Liaise with media when required.
- d) Submit a written ~~monthly~~ report to the Management Committee as requested.

16. FUNDRAISING/SPONSORSHIP COORINATOR:

Shall:

- a) Be responsible to the Management Committee
- b) Be responsible for all fund raising activities related to the club;
- c) Be responsible for sourcing and accessing grants;
- d) Be responsible for Sourcing and presenting to potential sponsors;
- e) Submit a written report to the Management Committee as required.

17. GEAR STEWARD:

Shall:

- a) responsible to the Club Captain;
- b) Coordinate gear and equipment in conjunction with Club Captain and Surf Sports Coordinator;
- c) Be responsible for the allocation of Craft storage in accordance with the Craft Storage Policy.

- d) Be responsible for the care and maintenance of all gear and equipment;
- e) Purchase of supplies when needed subject to management committee approval;
- f) Ensure the safety of all gear and equipment;
- g) Conduct audits of all club equipment annually;
- h) Submit a written monthly report to the Management Committee Meeting.

17. BUILDING MANAGER:

Shall:

- a) Be responsible to the Management Committee;
- b) Be responsible for the repairs and maintenance overall security, safety, cleanliness of club premises and all other matters pertaining to the building;
- c) Be the contact for the club in relation to the hiring of the hall in accordance with the Club's Hall Hire Policy.
- d) Be responsible to obtain all quotes required by the Management Committee for repairs and maintenance;
- e) Be responsible for allocation of all keys to the building and to maintain a register of key holders;
- f) Liaise with tradesman and others were required in relation to the building;
- g) Submit a written monthly report to the Management Committee as required.

18. WATER SAFETY OFFICER:

Shall:

- a) Be a qualified and proficient lifesaver (holding the SLSA Bronze Medallion) and be over 18 years of age;
- b) Be responsible to the Youth Activities Coordinator, Chief Training Officer and Surf Sports Coordinator;
- c) Ensure adequate water safety as per SLSA regulations is available for all club events;
- d) Have the ability to assess the resources needed for the club to run general events;
- e) Be responsible for the recruitment of sufficient suitably qualified volunteers to run general club events.

19. RADIO ADVISER:

Shall:

- a) Be responsible to the Club Captain;
- b) Maintain all Radios belonging to the club;
- c) Recommend the purchase of additional radios required to the Management Committee;

- d) Coordinate training of members in the use of radios in consultation with the Chief Training Officer;
- e) Submit a written report to the Management Committee as required.

20. WORK HEALTH AND SAFETY ADVISER:

Shall:

- a) Be responsible to the Management Committee;
- b) Be responsible to ensure that the Club complies with processes of all health and safety regulations as set out by current SLSA Policies and Government agencies as required;
- c) Be responsible to ensure that the Club is kept aware of its responsibilities in areas of health and safety and is kept informed of any changes to Policies and the Regulations which may affect them;
- d) It is desirable that the appointee have minimum qualifications of Certificate 11 Work Health and Safety and/or experience in the area of Occupational health and Safety.

21. BRANCH DELEGATE:

Shall:

- a) Be responsible to the Management Committee;
- b) Attend all Branch meetings as required and if unable to attend arrange for the President or a suitable proxy to attend in his/her place;
- c) Submit a written monthly report to the Management Committee Meeting.

22. CHILD PROTECTION OFFICER/ MEMBER PROTECTION INFORMATION OFFICER:

Shall:

- a) Be responsible to the Management Committee;
- b) Ensure the safety and welfare of club members;
- c) Assist in grievance and complaints resolution in accordance with SLSA policies;
- d) Act as an impartial body on relevant issues, offering a sounding board to bounce ideas off;
- e) Identify options for resolution of conflicts and grievances;
- f) Refer complaints and grievances to other bodies in conjunction with complaints and grievance flow chart in accordance with SLSA policies;
- g) Have awareness of Child Protection, Anti Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies;
- h) Liaise with members of the Club, President and other bodies;
- i) Ensure completion of required Child Protection, Employment Declaration and other protection forms as required by all Members.

23. YOUTH ACTIVITIES COMMITTEE SECRETARY:

Shall:

- a) Be responsible to the Youth Activities Coordinator;
- b) Be responsible to record all minutes of YAC;
- c) Prepare notice of YAC meetings in conjunction with the YAC Coordinator;
- d) Undertake any agreed task allocated by the YAC or Management Committee;
- e) Submit all recommendations from the YAC meetings to the management Committee for endorsement;

24. AGE MANAGER:

Shall:

- a) Be responsible to the Youth Activities Coordinator;
- b) Have completed the SLSA Age Managers Course
- c) Ensure the safety and well-being of their assigned group;
- d) Take responsibility for their assigned group;
- e) Educate junior lifesavers in surf lifesaving, surf awareness, personal, leadership and teamwork skills;
- f) Plan creative, educational and fun lessons;
- g) Be a positive Role Model;
- h) Be willing to further their knowledge of surf lifesaving;
- i) Liaise with Youth Activities Coordinator and Water Safety Officer when required;

25. COMMITTEES:

1. Constitution:

Shall:

- a) If required consist of five (5) members appointed by the Management Committee to act under and in pursuance of the Constitution;

- b) Have every notice of rescission of a motion and all matters affecting the Rules of the Club referred to this Committee for recommendations;
- c) Require three (3) members to form a quorum;
- d) Submit written recommendations to the Management Committee Meeting.

2. Honours and Life Membership:

Shall:

- a) If required consist of five (5) members appointed by the Management Committee of which at least three (3) shall be Life Members of the Club;
- b) Consider all recommendations for life membership.
- c) Require three (3) members to form a quorum;
- d) Submit written recommendations to the AGM.

3. Finance:

Shall:

- a) If required consist of five (5) members appointed by the Management Committee. One (1) of such members shall be the Treasurer and four (4) other members of the club;
- b) Deal with matters concerning Club finances and any other financial matters that have been referred by the Management Committee;
- c) Understand that all decisions of the Committee shall only be recommendations to Management Committee Meeting unless previous power to act has been approved by the Club;
- d) Require three (3) members to form a quorum one of whom shall be the Treasurer;
- e) Submit written reports and recommendations to the Management Committee Meeting as required.

4. Competition:

Shall:

- a) If required consist of five (5) members appointed by the Management Committee. One (1) of such members shall be the Surf Sports Coordinator and four (4) other members of the club. Matters concerning competitions and conditions shall be dealt with by this Committee;
- b) Require three (3) members to form a quorum, one of whom shall be the Surf Sports Coordinator;
- c) Submit written reports and recommendations to the Management Committee Meeting as required.

5. Youth Activities:

Shall:

- a) Consist of the Coordinator, Secretary and Age Managers any two (2) of from each age group shall be entitled to a vote;

- b) Prepare youth activity members for the eventual transition to patrol involvement of the association;
- c) Be responsible for the conduct and co-ordination of all matters relating to youth surf sports;
- d) Provide members with education and experience in matters related to surf sports, surf awareness and safety in the aquatic environment;
- e) Submit all recommendations to the Management Committee Meeting.

6. Building Committee:

Shall:

- a) If required consist of five (5) members, preferably with building or similar trade experience, appointed by the Management Committee. One (1) of such members shall be the Building Manager and four (4) other members of the club;
- b) Be responsible for maintaining the overall security, safety, cleanliness and internal maintenance of the club premises, fixtures fittings and equipment;
- c) Assist in planning and implementing any major repairs, maintenance or alterations to the club premise subject to approval by the Management Committee;
- d) Require three (3) members to form a quorum, one of whom shall be the Building Manager;
- e) Submit written recommendations to the Management Committee Meeting as required.