

Board

of

Management

**Board of Management**

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## PRESIDENT

### The President:

- Shall induct all Board Members and Officers of Aldinga Bay SLSC of the Constitution, By-Laws and Job Descriptions within 2 weeks of the AGM or when the position is filled;
- Is the Chief spokesperson for Aldinga Bay SLSC;
- Shall communicate with SLSSA, Legal Officer and Chaplain as required;
- Shall communicate with the City of Onkaparinga Council as required;
- Shall administer and advise the BOM for all affairs of Aldinga Bay SLSC;
- Shall chair all BOM meetings of the Aldinga Bay SLSC;
- Shall be the Chairman of the Executive of the Club;
- Shall have one (1) deliberate and one (1) casting vote where there is an equality of votes at Aldinga Bay SLSC meetings of which he is the chairman;
- Shall be responsible for seeing that all office bearers carry out their duties in accordance with the rules and by-laws of Aldinga Bay SLSC;
- Shall be responsible for the management of the Patrol Agreement with SLSSA, along with the Club Captain;
- Shall attend the SLSSA Council meeting;
- Shall be an ex-officio member of all Committees/Boards formed under these rules and by-laws;
- Shall mentor the Vice President to enable that person to take on the Presidents role if desired;
- Shall represent Aldinga Bay SLSC at Midcoast meetings;
- Shall represent Aldinga Bay SLSC at any external functions where an Aldinga Bay SLSC member is required or nominate another member to attend;
- Shall deputise to the Vice President in his absence or if more appropriate the Chair of a specific Standing Committee;
- Have a close working relationship with all position holders in the Club;
- Will have a close working relationship with the Safeguarding Children Officer;
- This is not a conclusive list, and may change when necessary.

## VICE PRESIDENT

### The Vice President:

- Shall deputise for the President as required, in his absence and assume responsibility for the President;
- Shall assist the President as required;
- Shall be a member of the Board of Management and the Executive Committee;
- Shall oversee and submit reports to the Board of Management for all sections of the club structure under his responsibility being;
  - (a) Work Health and Safety Officer
  - (b) Club Chaplain
  - (c) Committee Person
- Chair the Judiciary Committee when/if required and report outcomes to the Board of Management;
- Have a close working relationship with the President;
- Can delegate a role if desired;
- This role description might change from time to time after discussion with the Executive Committee.

## The Secretary:

- Shall attend all meetings of the Board of Management;
- Shall be a member of the Board of Management and the Executive Committee;
- Shall be responsible for the true minutes of the business done thereat and issue notices of meetings;
- Shall attend to all correspondence, post notices via surfguard in connection with the Club as directed by the President or Committee;
- Shall be responsible for the drafting of all Annual Reports of the Club's activities and its distribution to all Members present at the Annual General Meeting;
- Shall be the Public Officer and liaise with the relevant Government Body administering the Associations Incorporation Act. This officer will comply with the Act and will, among other things, notify the relevant body within fourteen (14) days of:
  - (ii) Alterations to the Club Rules or Statement of Objects;
  - (iii) Alteration of his or her address;
  - (iv) Alteration of Public Officer;
  - (v) Lodgement of Annual Statement;
- Shall be Responsible for all documents, records and books belonging to Aldinga Bay SLSC including the preparation of agendas and the production of minutes for all Executive Meetings and Board of Management Meetings;
- Shall submit reports to the Board of Management for all sections of the club structure, being:
  - (a) Disciplinary/Judiciary Committee
  - (b) Life Membership Committee
  - (c) Constitution Committee
  - (d) Mediation Officer
  - (e) By-Laws and Role Description Committee
- If the position of Secretary becomes vacant during the term of the appointment, the President shall assume the role of Public Officer pending the appointment or election of a Secretary;
- Shall liaise with the Registrar in matters arising about memberships that may arise from time to time, and if necessary, ask the Registrar to submit a report for the Board of Management;
- Have a close working relationship with the President;
- Can delegate a role if desired;
- This role description might change from time to time after discussion with the Executive Committee.

## The Treasurer:

- Shall ensure that all money due to Aldinga Bay SLSC is collected and received and that all payments due by Aldinga Bay SLSC are made;
- Shall ensure correct books and accounts are kept showing the financial affairs of Aldinga Bay SLSC including full details of all receipts and expenditure connected with the activities of Aldinga Bay SLSC;
- Shall oversee and submit reports to the Board of Management for all sections of the club structure under his responsibility being;
  - (a) Finance Committee
  - (b) Facilities Manager
  - (c) Registrar
  - (d) Apparel Officer
  - (e) Grants Officer
  - (f) Sponsorship Officer
  - (g) Fundraising Officer
- Shall cause all money to be lodged to the credit of Aldinga Bay SLSC at the approved financial institution;
- Shall present a monthly financial report to the Board of Management;
- Shall once in every year prepare a statement of income and expenditure together with balance sheet showing the position of Aldinga Bay SLSC as at the date of the close of the financial year and arrange for presentation to the auditors for audit;
- Shall maintain an inventory of all assets of Aldinga Bay SLSC;
- Shall arrange insurance on assets and for all risks that Aldinga Bay SLSC may require;
- Shall report to the Committee any Member whose subscriptions or dues are in arrears;
- Shall carry out the duties of purchasing and insurance activities of Aldinga Bay SLSC;
- Shall liaise with the Fundraising Officer in relation to Aldinga Bay SLSC fundraising activities;
- Shall liaise with the Apparel Officer in relation to Aldinga Bay SLSC procurement, banking and reconciliation of apparel payments;
- Shall liaise with the House Manager in relation to activities of Aldinga Bay SLSC;
- Shall liaise with the Bar Manager in relation to Aldinga Bay SLSC procurement and inventory of stock;
- Shall ensure that any financial accounts held in the name of Aldinga Bay SLSC, has correct and up to date signatories after an AGM;
- Have a close working relationship with the President;
- Provide an audited financial statement for the AGM;
- Can delegate a role if desired;
- This role description might change from time to time after discussion with the Executive Committee.

### The Club Captain:

- Shall Hold a Bronze Medallion (or as recommended from SLSA) and be an active patrolling member;
- Shall be a budget holder for the area and make sure it does not go over budget;
- Shall be a Member of the Board of Management and the Executive Committee;
- Shall monitor the general conduct of the Members;
- Shall be responsible for the management of the Patrol Agreement with SLSSA, along with the President;
- Shall be a budget holder and be responsible for that budget and see it does not go over;
- Shall oversee the arranging and efficient running of patrols;
- Shall oversee:-
  - (a) Vice Captain
  - (b) Patrol Captains
  - (c) IRB Officer
  - (d) Radio Officer
  - (e) Vehicle Officer
  - (f) Gear Steward
  - (g) First Aid Officer
  - (h) Training Officer
  - (i) Youth Officer
- Shall encourage the participation of all Members in surf lifesaving activities;
- Shall liaise with the Vice Captain and if necessary, ask for a report for the Board of Management;
- Shall liaise with the Treasurer for the purpose of Budget requirements to be completed by February each year;
- Shall manage and oversee the safe, efficient operation and maintenance of surf lifesaving equipment;
- Shall ensure that all Log Books are completed correctly after Patrols;
- Shall have a close working relationship with the President;
- Shall have a close working relationship with the Treasurer
- Can delegate a role if desired;
- This role description might change from time to time after discussion with the Executive Committee.

### Junior Manager:

- Shall be the Manager of the Aldinga Bay SLSC Junior Activities section;
- Shall be encouraged to hold a current award as recommended by SLSA;
- Shall be a budget holder for the area and make sure it does not go over budget;
- Shall be a member of the Board of Management;
- Shall manage and oversee Aldinga Bay SLSC Junior Activities;
- Shall provide a safe environment for Junior activities;
- Shall manage and oversee the development and implementation of activities for Junior members of Aldinga Bay SLSC;
- Shall liaise with:-
  - (a) Safeguarding Children Officer
  - (b) Youth Officer
- Shall manage and oversee the safe and efficient management and administration of Junior gear and equipment;
- Shall liaise with the Treasurer for the purpose of Budget requirements to be completed by February each year;
- Shall manage and oversee attendance of Junior members at club activities;
- Shall manage and oversee that all records of Junior activities are kept and are in order;
- Shall oversee all activities of the Age Supervisors;
- Shall oversee all activities of the administration of the Junior section;
- Shall have the authority to appoint one support people in an administration role;
- Shall ensure that all volunteers, Age Group Managers and any other people assisting with the Juniors have a current Working With Children clearance;
- Have a close working relationship with the Secretary of the Club;
- Can delegate a role if desired;
- This role description might change from time to time after discussion with the Board of Management.

## FACILITIES MANAGER (WAS HOUSE MANAGER)

The Facilities Manager shall oversee the following:-

- a. Bar
  - b. Functions
  - c. Kiosk
  - d. Café/Restaurant
  - e. Operations Centre
- Balance and deliver to the Treasurer all monies arising out of the use and hire of relevant equipment;
  - Shall oversee any external Contracts that are developed and bring to the Board of Management meetings for endorsement and signing by the President;
  - Shall hold a relevant budget for the area and make sure it does not go over;
  - Shall liaise with the Treasurer for the purpose of Budget requirements to be completed by February each year;
  - Shall be responsible for all enquiries, bookings and functions made at the Club;
  - Be responsible for the maintenance, care and cleaning of all facilities;
  - Procure stock as required and liaising with the for obtaining function dates for extra stock when needed;
  - Ensure that the Bar is stocked at all times;
  - Shall maintain a volunteer Bar Roster for the Club and ensure all volunteers have their RSA qualification;
  - Do a stocktake at the end of each season;
  - Submit a report to the Management Committee via the Treasurer as necessary;
  - Can delegate a role if desired;
  - Shall have a good working relationship with all facets of the Club;
  - This role description might change from time to time as directed by the Board of Management.

## PUBLICITY OFFICER

The Publicity Officer:

- Shall advertise the Club Facilities for hire;
- Shall advertise events/fundraisers being held at the Club to the membership and the wider community through whatever means are possible, for example, Facebook, Local Publications, Website etc;
- Shall be responsible for updating the Clubs Website;
- Shall be responsible for the Club Newsletter production and distribution;
- Shall be responsible for updating the Clubs Facebook pages (membership page and community page);
- Shall submit a monthly report to the Board of Management;
- Can delegate a role if desired;
- This role description might change from time to time after discussion with the Board of Management.



The Surf Sports Manager:

- Shall ensure implementation of all SLSA, SLSSA and Aldinga Bay SLSC policies relating to competition;
- Shall hold a Bronze medallion and current coaching awards as recommended by SLSA;
- Shall manage, coordinate and administer all carnivals;
- Shall hold a position on the Board of Management and submit a report for each meeting;
- Shall be a budget holder for all areas of competition and make sure it does not go over;
- Shall oversee security and maintenance of all competition equipment in conjunction with the relevant sectional surf sports captains;
- Shall oversee all activities of the Competition areas being:-
  - (a) Board and Ski Captain;
  - (b) Boat Captain;
  - (c) IRB Captain;
  - (d) Surf Sports Committee;
  - (e) Head Coach;
  - (f) Junior Committee;
  - (g) Youth Committee
- Shall ask for any report from his area to be submitted to the Board of Management;
- Shall manage and coordinate carnival entries for Senior & Master competitors and ensure that full payment is received prior to competing;
- Shall encourage members to become Officials;
- Shall liaise with the Treasurer for the purpose of Budget requirements to be completed by February each year;
- Shall oversee all internal club competitions and club championships;
- Shall organise and oversee club officials for all competitions where Aldinga Bay SLSC is required to supply officials;
- Shall liaise with the IRB Captain when required to organise water cover for all competitions where Aldinga Bay SLSC is required to supply water cover;
- Shall manage and oversee all Aldinga Bay SLSC team selections where multi discipline events are required;
- Shall actively encourage and promote surf sports participation within the Aldinga Bay SLSC and the community;
- Shall manage and oversee the organisation and transportation of equipment for competition teams;
- Shall ensure that all trainers and coaches are accredited as per SLSA regulations;
- Shall forward any relevant surf sports information to all members who require such information;
- Have a close working relationship with the Treasurer of the Club;
- Shall submit a report for each Board of Management meeting;
- Can delegate a role if desired;
- This role description might change from time to time after discussion with the Board of Management.

**Club**

**Positions**

## VICE CAPTAIN (WAS VICE CAPTAIN PATROLS)

The Vice Captain:

- Hold a Bronze Medallion;
- Shall manage and oversee the preparation of patrol rosters;
- Shall oversee and manage patrol logbooks and relevant information be it online or manual records;
- Shall submit a report via the Club Captain to present at the Board of Management as necessary;
- Notify the Registrar of all Patrolling members to verify their membership status;
- Shall ensure that memberships are up to date before allocating patrols;
- Shall assist the Club Captain in the performance of their duties as may be required and shall deputise in their absence;
- Can delegate a role if desired;
- This role might change from time to time as directed by the Board of Management.

## TRAINING OFFICER

The Training Officer:

- Shall be the holder of a Bronze Medallion and Training Officers Certificate of Surf Life Saving Australia, and shall regularly report his activities to the Club Captain to aid in patrol qualifications;
- Shall ensure implementation of all SLSA and SLSSA policies relating to lifesaving;
- Shall ensure effective management of all relevant training officers. This is to include maintaining a register of all qualified trainers;
- Shall allocate appropriately qualified trainers to each training squad and assist as required;
- Shall manage and oversee the safekeeping and maintenance of all equipment used to instruct and train members and the public;
- Shall hold a relevant budget for the area and make sure it does not go over;
- Shall manage and oversee all examinations and ensure that all records are completed and submitted as per SLSSA requirements;
- Shall manage and oversee the collection and allocation of all SLSSA awards for the members as required by Aldinga Bay SLSC;
- Shall ensure that all training devices and aids are in satisfactory condition to allow for safe and efficient training;
- Develop a rapport with other Training Officers statewide with a focus being in the midcoast ;
- Shall maintain a register of all surf lifesaving training aids and devices;
- Shall manage and ensure all active patrolling members complete an annual proficiency;
- Shall have a close working relationship with the Club Captain and Vice-Captain;
- Can delegate a role if desired;
- This role description might change from time to time after discussion with the Board of Management.

## COMMITTEE PERSON

The Committee person shall:

- Assist in any area that needs support from time to time;
- Submit a report via the Vice President when necessary;
- Attend any outside meetings as directed by the President;
- Be a liaison between the members and the Board of Management;
- Can delegate a role if desired;
- This role description might change from time to time after discussion with the Board of Management.

## BOARD & SKI CAPTAIN

The Board & Ski Captain shall be responsible for the following:-

Skills recommended:

- Knowledge of board and ski repairs.
- Hold a Bronze Medallion and Coaching qualification or as recommended by SLSSA.
- Qualified Coach;
- Maintenance and care of the Club's boards and skis;
- Assist with the coaching of said craft for suitable members;
- Assist the Surf Sports Manager with Board & Ski acquisition recommendations;
- Maintain storage of Club's boards and skis;
- Shall submit a report to the Management Committee as necessary via the Surf Sports Manager;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## BOAT CAPTAIN

The Boat Captain shall:-

- Ensure that the "Sweep" has seen to the maintenance and care of the Club's surfboats and associated equipment and shall act under the direction of the Surf Sports Manager;
- Shall submit a report as necessary via the Surf Sports Manager to meetings of the Management Committee;
- Have prior experience with Surf Boats;
- Hold a current Bronze Certificate;
- Shall liaise with the Surf Sports Manager for the purpose of Budget requirements to be completed by February each year;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## IRB CAPTAIN

The IRB Captain shall:-

- Under the direction of the Club Captain arrange instruction for suitable members in all phases of IRB work as described in the relevant SLSSA manuals and handbooks;
- Be responsible for the care and maintenance of the Club's IRB, motors and accessories;
- Must hold an IRB Drivers Award and any other award as depicted by SLSSA;
- Have a close working relationship with all Patrol Captains and Vehicle Officer;
- Shall liaise with the Surf Sports Manager in regard to competition and training;
- Shall submit a report as necessary via the Surf Sports Manager or Club Captain to meetings of the Management Committee;
- Shall hold a relevant budget for the area and make sure it does not go over;
- Shall liaise with the Club Captain for the purpose of Budget requirements to be completed by February each year;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## GEAR STEWARD

The Gear Steward shall:-

- Be responsible to the Club Captain for the upkeep and maintenance of all patrol lifesaving gear and equipment with the exception of the IRB vehicles and trailers;
- Have a close working relationship with the Board and Ski Captain;
- Shall submit a report as necessary via the Club Captain to the Board of Management;
- Shall advise of future needs of the Club;
- as soon as possible after the end of the patrolling season, carry out an audit of equipment and advise Club captain of any shortages and repairs required;
- Have the necessary Life Saving Equipment ready for the annual inspection by SLSSA;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## RADIO OFFICER

The Radio Officer shall:-

- Act under the direction of the Club Captain and shall be responsible for the care and maintenance of all the Club's radios and related equipment;
- Shall undertake any appropriate courses required to be the Radio Officer;
- Submit a report as necessary via the Club Captain to meetings of the Management Committee;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## SAFEGUARDING CHILDREN OFFICER (WAS CHILD SAFE OFFICER)

The Safeguarding Children Officer shall:-

- Ensure that all volunteers working with children have an up-to-date Police and Working with Children clearance;
- Maintain a database with details of volunteers and their expiry dates for the Police and Working with Children clearances;
- Advise volunteers to update their clearances when nearing the expiry dates;
- Advise SLSSA of current volunteers and to enter details of clearances into Surfguard;
- Submit a report through the President when necessary;
- Can delegate a role if desired;
- This role description might change from time to time after discussion with the Board of Management.

## YOUTH DEVELOPMENT OFFICER (WAS YOUTH OFFICER)

The Youth Development Officer shall:-

- Be responsible for the wellbeing and interests of those members between Under 14 to Under 18 as at 1st October;
- Assist with the selection of participants of the Youth Development Camp and advise the Board of Management of the recommendations and endorsement prior to the event;
- Shall submit a report as necessary via the relevant body for presentation at the Board of Management meetings;
- Shall liaise with the Junior Manager and Surf Sports Manager to ensure that all needs are being met in relation to these age groups;
- Engage with Youth;
- Shall liaise with the Vice Captain in relation to Patrol Roster;
- Shall encourage Youth in gaining an SRC, Bronze Medallion or other qualifications;
- Shall encourage Youth to participate in club events and fundraising opportunities;
- Shall assist the Youth in training with the view that they compete at carnivals or supporting other Youth from the sidelines;
- Construct a Youth Development Program;
- Shall liaise with the Surf Sports Manager for the purpose of Budget requirements to be completed by February each year;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## REGISTRAR

The Registrar shall:-

- Be responsible for entering all new members into surfguard;
- Be responsible for rolling over all living Life Members to the new season;
- Be responsible for rolling over all members who have paid their membership for the new season;
- Update members details as needed;
- Process all transfers within a timely manner;
- Submit a report via the Treasurer if required;
- Have a close working relationship with the Treasurer;
- Assist on Registration Day;
- Inform the Vice Captain of non-financial members;
- Submit a report for publication in the Annual Report;
- Supply figures for membership categories for the Annual Report;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## FIRST AID OFFICER

The First Aid Officer shall:-

- Hold a First Aid Certificate or be trained in First Aid;
- Be responsible for the maintenance and upgrading of first aid provisions and equipment;
- Shall submit a report as necessary via the Club Captain to meetings of the Management Committee;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## WORK HEALTH & SAFETY OFFICER (WH&S)

The WH&S Officer shall:-

- Be responsible for administering the Health and Safety Policy of the Club;
- Shall ensure that WH&S matters raised are dealt with in a timely and efficient manner;
- Shall have a close working relationship with all areas of the Club;
- Shall submit a report as necessary via the Vice President for presentation at the Board of Management meetings;
- Liaise with the Facilities Manager;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## GRANTS OFFICER

The Grants Officer shall:-

- Keep informed of Grants available;
- Liaise with all areas of the Club to ascertain their requirement;
- Apply for Grants as deemed necessary and approved by the Board;
- Submit a report to the Treasurer for the Board of Management Meeting;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## APPAREL OFFICER

The Apparel Officer shall:-

- Sell and supply all apparel requirements of the Club and its members;
- All monies acquired through the sale of apparel shall be balanced and passed onto the Treasurer forthwith;
- Carry out a stocktake of all apparel at the end of the season;
- Submit a report as necessary via the Treasurer to meetings of the Management Committee;
- Recommend any changes to apparel designs to the Management Committee before making a commitment to suppliers;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## VEHICLE OFFICER

The Vehicle Officer shall:

- Under the direction of the Club Captain be responsible for the care and maintenance of the Club's mobile rescue vehicles and trailers and shall ensure that the mobile vehicles are ready for immediate use;
- Advise the Board of Management via Club Captain of the needs of the future for his area;
- Provide a program of instruction suitable for proficiencies of the four wheel drive operation;
- Submit a report on the condition of the equipment under his control to the Gear Steward as necessary;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## SPONSORSHIP OFFICER

The Sponsorship Officer shall:-

- Shall co-ordinate, conduct and arrange all sponsorship on behalf of the Club;
- Shall be charged with the responsibility of seeking financial or other assistance by way of sponsorship for the Club;
- Submit a report as necessary via the Treasurer to meetings of the Management Committee;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.



## FUNDRAISING OFFICER

The Fundraising Officer shall:-

- Shall oversee all fundraising activities conducted by, or on behalf of the Club whether within the Club or not;
- Shall liaise:-
  - a) Facilities Manager
  - b) Publicity Officer
- Form a committee to assist in fundraising activities as deemed necessary;
- Liaise with the Facilities Manager for the coordination of fundraising events at the Club;
- Submit a report as necessary via the Treasurer to meetings of the Board of Management Committee;
- Can delegate a role if desired;
- This role description might change from time to time as directed by the Board of Management.

## CHAPLAIN

The Club may appoint a Chaplain:

- Be available to counsel any member (Club or Community) if required;
- Submit a report as necessary via the Vice President to meetings of the Management Committee;
- To maintain any pastoral wellbeing of members;
- Shall be appointed by ABSLSC;
- This role description might change from time to time after discussion with the Board of Management.

## AUDITOR

- It shall be the duty of the Auditor to audit books and accounts prepared by the Treasurer for submission at the Annual General Meeting and to certify the correctness thereof. The auditor shall be external and suitably qualified to carry out this function.