

Darwin Surf Life Saving Club (Inc)

Position Descriptions

As approved by the Board of Directors

March 2017

1 Directors of the Club – Role & Responsibilities (Section 28 of Constitution)

- 1.1 **President** - The President shall preside at all General Meetings, Board Meetings and shall, ex officio, be a member of all other committees of the club. The President shall liaise with all Directors and ensure they are carrying out their duties in an efficient and effective manner. The President shall be the club's spokesperson in all public forums, including the media, and shall lead representations of the Club to sponsors, stakeholders and visitors, unless delegated to another member.
- 1.2 **Vice-President:** In the absence of the President, the Vice President shall assume the President's role and duties.
- 1.3 **Director Administration:** The duties of the Director of Administration are described in the Constitution.
- 1.4 **Director Finance:** The Director of Finance will keep account of the finances, accounting records, documents and asset register of the Association. The Director will prepare and present to the Auditor for annual audit and preparation the financial statements in the format required by the Auditor. The Director of Finance will sign the audited statement (with the President) for inclusion into the Annual Report and tabled at the Annual General Meeting.
- 1.5 **Director Coaching and Competition:** The Director of Competition shall convene the Competition Committee and, in association with this Committee, shall be responsible for all club competition equipment and may allow or refuse the use of club equipment to any member. The Director of Competition shall ensure the proper conduct of all club and interclub competition activities and will promote the development of the club's athletes, coaches and officials.
- 1.6 **Director Lifesaving:** The Director of Lifesaving shall co-convene the club's Lifesaving & Education Committee and, in association with this Committee, shall arrange and supervise all lifesaving services provided by the club in accordance with the rules, manuals, policies and procedures of the club, SLSNT and SLSA.
- 1.7 **Director Education:** The Director of Education shall co-convene the club's Lifesaving & Education Committee and, in association with this Committee, shall arrange courses for members of the club, or members of the community, to qualify for SLSA awards. The Director of Education will be responsible for the club's education resources and shall assign training officers to squads of award candidates. The Director of Education shall hold the SLSA Training Officer's Certificate.
- 1.8 **Director Infrastructure:** The Director of Infrastructure is responsible for ensuring the Infrastructure remains relevant for use by the Association for its activities. This may involve monitoring the maintenance requirements and suggesting improvements/modifications that better serve the needs of the Club. Along with the

President, the Director of Infrastructure will liaise with the Caretaker to respond to maintenance issues.

- 1.9 **Director Member Development:** The Director of Member Development will assist the Board in meeting its objective of growing and retaining its membership, by pursuing issues and activities of benefit to the members. This may involve developing, conducting and coordinating programmes to recruit members, engage current members, allow for development of leadership amongst members, recognise members who are making a contribution to the Club, and ensure member welfare.
- 1.10 **Director Social Activities:** The Director of Social Activities will pursue, develop, recommend and oversee social activities that benefit the Club. Proposed social activities will be recommended to the Board and will be conducted in accordance with Club and SLSA policies and the rules and regulations of relevant external authorities. The Director may also include monitoring and advising the Board of proposed activities that may be by non-members using Club facilities (such as Clubroom hire and associated with the Café).
- 1.11 **Director Marketing and Communications:** The Director of Marketing and Communications will ensure that the Club engages with its members and with the community and other SLS entities as appropriate. The Director will ensure that members remain informed of Club activities and the Club vision, and encourage member feedback to the Board. The Director may engage with stakeholders in the community to raise the Club profile, such as by fostering sponsor ties and promotions as approved by the Board. The Director will assist the President with external communication to the community through the media.

2 Honorary Officers

2.1 The Honorary Officers of the club may not be members of the club and provide independent professional advice or patronage to further the club's purpose and objects as described in the Constitution.

2.2 Nominations for Honorary Officers of the Club shall be received at the Annual General Meeting and shall be appointed by resolution of the Board at its first meeting of the season. Vacancies may be filled at any subsequent Board meeting. The Honorary Officers of the Club shall be:

2.2.1 Hon Patron

2.2.2 Hon Vice-Patron(s)

3 Officers

3.1 Nominations for Officers of the Club shall be received at the Annual General Meeting and shall be appointed by resolution of the Board at its first meeting of the season. Vacancies may be filled at any subsequent Board meeting. The Officers of the Club shall be:

3.1.1 Registrar

3.1.2 Coach(es) – Surfboat, Swim, Board, Ski, Beach

3.1.3 Junior / Youth Coordinator

- 3.1.4 Age Manager(s)
- 3.1.5 Club Captain
- 3.1.6 IRB Officer
- 3.1.7 Radio Officer
- 3.1.8 First Aid Officer
- 3.1.9 Training Officer(s)
- 3.1.10 Apparel Officer
- 3.1.11 Gear & Equipment Officer
- 3.1.12 Safety Officer / Risk Management
- 3.1.13 Fundraising Officer
- 3.1.14 Grants Officer
- 3.1.15 Grievances Officer

3.2 The general responsibilities of each Officer, and the Board member each Officer is responsible to, are:

- 3.2.1 Registrar: The Registrar shall ensure all financial members are registered with SLSA. The Registrar shall assist the Directors of the club with reports and records of the club's membership and shall post the register of financial members on the club noticeboard. The Registrar shall report to the Director of Administration.
- 3.2.2 Surfboat Coach: The Surfboat Coach shall develop and implement training programs in rowing and sweeping for members and shall nominate members for interclub competition as required. The Surfboat Coach shall liaise with the Gear and Equipment Officer to ensure the maintenance and safe-keeping of the club's equipment. The Surfboat Coach shall be a member of the Competition and Coaching Committee.
- 3.2.3 Swim Coach: The Swim Coach shall develop and implement training programs in swimming and for members and shall nominate members for interclub competition as required. The Swim Coach shall liaise with the Gear and Equipment Officer to ensure the maintenance and safe-keeping of the club's equipment. The Swim Coach shall be a member of the Competition and Coaching Committee.
- 3.2.4 Board Coach: The Board Coach shall develop and implement training programs in board paddling and related events for members and shall nominate members for interclub competition as required. The Board Coach shall liaise with the Gear and Equipment Officer to ensure the maintenance and safe-keeping of the club's equipment. The Board Coach shall be a member of the Competition and Coaching Committee.
- 3.2.5 Ski Coach: The Ski Coach shall develop and implement training programs in ski paddling and related events for members and shall nominate members for interclub competition as required. The Ski Coach shall liaise with the Gear and Equipment Officer to ensure the maintenance and safe-keeping of the club's

equipment. The Ski Coach shall be a member of the Competition and Coaching Committee

- 3.2.6 Beach Coach: The Beach Coach shall develop and implement training programs in beach events for members and shall nominate members for interclub competition as required. The Beach Coach shall liaise with the Gear and Equipment Officer to ensure the maintenance and safe-keeping of the club's equipment. The Beach Coach shall be a member of the Competition and Coaching Committee
- 3.2.7 Junior Coordinator: shall manage the affairs and activities of the Junior members of the club, including the management of Age Managers. The Junior Coordinator reports to the Director Member Development.
- 3.2.8 Age Manager(s): Age Managers shall provide leadership and direction for age groups of Junior Activities members. Age Managers shall be qualified with the Age Manager's Certificate or be in process of attaining the Age Manager's Certificate.
- 3.2.9 Club Captain: The Club Captain will roster the Active and Cadet Members on patrols during the patrolling season at Darwin and/or Nightcliff Beach in accordance with the current Beach Management Plan. The Club Captain will also compile a list of Reserve Active Members who may be available for patrolling. The Club Captain will also ensure that Patrol Logs are recorded in SurfGuard. The Club Captain shall report to the Director of Lifesaving and shall be a member of the Lifesaving & Education Committee.
- 3.2.10 IRB Officer: The IRB officer shall hold the SLSA Silver Medallion IRB Driver Award and shall be responsible for the maintenance and safe-keeping of the club's Inflatable Rescue Boat (IRB) and all associated equipment. The IRB officer shall ensure that a reserve of fuel is available for emergency use at all times. If for any reason the craft is disabled, the Director of Lifesaving shall be notified immediately. The IRB Officer shall liaise with the Director of Education to ensure all candidates for the Bronze Medallion / Certificate II in Public Safety and specialist IRB awards receive proper instruction and shall liaise with the Director of Lifesaving to ensure the IRB is used competently by patrol members and maintained properly before, during and after patrol duty. The IRB Officer shall report to the Director of Lifesaving and shall be a member of the Lifesaving & Education Committee
- 3.2.11 Radio Officer: The Radio Officer shall be responsible for the maintenance and safe-keeping of the club's radio equipment. The Radio Officer shall ensure that radios are ready for patrol duty and that any faults are notified to the Director of Lifesaving immediately. The Radio Officer shall liaise with the Director of

Education to ensure all candidates for the Bronze Medallion / Certificate II in Public Safety receive proper instruction in the use of radios and shall liaise with the Director of Lifesaving to ensure the radios are used competently by patrol members and maintained properly before, during and after patrol duty. The Radio Officer shall report to the Director of Lifesaving and shall be a member of the Lifesaving & Education Committee.

- 3.2.12 First Aid Officer: The First Aid Officer shall possess a current First Aid Certificate or SLSA Bronze Medallion and shall be responsible for the general maintenance of the First Aid Room and all first aid equipment. The First Aid Officer shall report to the Director of Lifesaving and shall be a member of the Lifesaving & Education Committee.
- 3.2.13 Training Officer(s): The Training Officer(s) of the Club shall be recognised as officers of the club upon the attainment of the SLSA Training Officer's Certificate. Training Officers shall be members of the Lifesaving & Education Committee.
- 3.2.14 Apparel Officer: The Apparel Officer is responsible for sourcing, ordering and delivering and organizing storage of Club-branded apparel (swimwear, club caps, Titles T-shirts etc) but excluding Patrol uniforms. The Apparel Officer will report to the Director Marketing & Communications.
- 3.2.15 Gear & Equipment Officer: The Gear and Equipment Officer shall be responsible for all Club gear and equipment, including its purchase, on authority from the Club, proper storage and maintenance. The Gear and Equipment Officer will arrange for the supply and delivery of equipment for carnivals, displays and training activities. The Gear & Equipment Officer reports to the Director Infrastructure.
- 3.2.16 Safety Officer / Risk Management: The Safety Officer shall provide advice on the club's compliance with safety and health regulations, policies and procedures as required by SLSA, SLSNT and any other relevant safety and health regulatory authority. The Safety Officer reports to Director Administration.
- 3.2.17 Fundraising Officer: The Fundraising Officer shall provide advice on fundraising activities and shall ensure fundraising events are conducted in accordance with club and SLSA policies and the rules and regulations of relevant external authorities. The Fundraising Officer reports to the Director of Marketing & Communications.

- 3.2.18 Grants Officer: The Grants Officer shall provide advice/recommendations on upcoming grants that will benefit the Club. After Board approval, the Grants Officer will ensure that applications and awarded grants are acquitted according to the grant guidelines. The Grants Officer reports to Director Marketing & Communications.
- 3.2.19 Grievances Officer: The Grievances Officer duties are outlined in the Constitution (Section 43). The Grievances Officer is responsible for maintaining current procedures in line with SLSNT and SLSA policies and will lead the Judiciary Committee (See 4.1.6 below). The contact details will be made available to all Members. If the Grievances Officer is involved in a grievance or has a conflict with a grievance, then it will be conveyed to the Board as soon as practicable to allow the appointment of a temporary Grievances Officer for that particular Grievance.
- 3.2.20 Administration Officer (paid position): The Administration Officer's duties and responsibilities are outlined in an employment contract and is appointed by the Board. The previous position of Functions is now part of this position. The Administration Officer reports to Director Administration.
- 3.2.21 Caretaker: the roles and responsibilities of the Caretaker are outlined in a separate document. The Caretaker is appointed by the Board and reports to the Director Infrastructure.
- 3.2.22 Bar Manager: The Bar Manager is appointed by the Board and ensures that the Bar is stocked and that Bar Staff have a RSA Certificate. The Bar Manager reports to Director Social Activities.

4 Committees of the Club

4.1 The Committees of the Club are 'Standing Committees' and, unless revoked by a resolution of the Board, shall continue from one season to the next. They shall meet at least twice each season, except the Judiciary Committee and the Recognition Committee, which shall meet as required.

4.1.1 Lifesaving & Education Committee

- 4.1.1.1 The members of the Lifesaving & Education Committee are Director of Lifesaving, Director of Education, Club Captain, Training Officers, IRB Officer, First Aid Officer, Radio Officer.
- 4.1.1.2 The role of the Committee is to organise the proper conduct of the lifesaving and education activities of the Club as determined by the Board.
- 4.1.1.3 The responsibilities of the Committee are to

- 4.1.1.3.1 Ensure the club's patrols and lifesaving services meet the requirements of the Board, SLSNT, SLSA, Parks and Wildlife and are outlined in the Beach Management Plan.
- 4.1.1.3.2 Provide a patrol roster for members so that members can efficiently and effectively provide lifesaving patrols at Darwin and Nightcliff Beaches as per the Beach Management Plans.
- 4.1.1.3.3 Provide systems for members so that members can efficiently and effectively provide lifesaving services at other locations as required from time to time.
- 4.1.1.3.4 Provide access to Surf Life Saving awards through the club, other clubs or SLSNT
- 4.1.1.3.5 Recommend to the Board the acquisition, maintenance or disposal of any assets required for the lifesaving and education activities of the club.
- 4.1.1.3.6 Record statistics gained from patrols, including hours patrolled, members on patrol, and statistics associated with beach safety.

4.1.2 Competition Committee

- 4.1.2.1 The members of the Competition Committee are Director Competition, Director Member Development, Junior Coordinator, Surfboat Coach, Swim Coach, Board Coach, Ski Coach, Beach Coach.
- 4.1.2.2 The role of the Committee is to organise the proper conduct of the competition activities of the club as determined by the Board.
- 4.1.2.3 The responsibilities of the Committee are to:
 - 4.1.2.3.1 Ensure the club's competition activities meet the requirements of the Board, SLSNT, SLSA and Parks and Wildlife.
 - 4.1.2.3.2 Provide a club competition program for members so that members can develop and maintain skill and fitness through SLSA surf sports.
 - 4.1.2.3.3 Provide a club competition of Trophy Events as described in these Regulations.
 - 4.1.2.3.4 Encourage and facilitate participation in interclub surf sports competitions, development programs and the SLSNT Championships.
 - 4.1.2.3.5 Select representative teams for national surf sports competitions.
 - 4.1.2.3.6 Recommend to the Board the acquisition, maintenance or disposal of any assets required for the competition activities of the club.

4.1.3 Junior Activities Committee

- 4.1.3.1 The members of the Competition Committee are Director of Junior Activities and Age Managers.
- 4.1.3.2 The role of the Committee is to organise the proper conduct of the junior activities of the club as determined by the Board.
- 4.1.3.3 The responsibilities of the Committee are to:
 - 4.1.3.3.1 Ensure the club's junior activities meet the requirements of the Board, SLSNT, SLISA and Parks and Wildlife.
 - 4.1.3.3.2 Provide a junior activities program for members so that members can develop lifesaving and surf sports skills within a supportive family and club environment.
 - 4.1.3.3.3 Encourage and facilitate participation in interclub surf sports competitions, development programs and the SLSNT Championships.
 - 4.1.3.3.4 Recommend to the Board the acquisition, maintenance or disposal of any assets required for the competition activities of the club.

4.1.4 Social Committee

- 4.1.4.1 The members of the Social Committee are the Social Director and three members as appointed by the Board.
- 4.1.4.2 The role of the Committee is to organise the proper conduct of the social activities of the club.
- 4.1.4.3 The responsibilities of the Committee are to:
 - 4.1.4.3.1 Ensure the club's social activities meet the requirements of the Board, SLSNT, SLISA, Parks and Wildlife and any relevant Government legislation.
 - 4.1.4.3.2 Provide a social activities program that encourages a spirit of friendship and camaraderie amongst members within a supportive family and club environment.
 - 4.1.4.3.3 Recommend to the Board the acquisition, maintenance or disposal of any assets required for the social activities of the club.

4.1.5 Recognition Committee

- 4.1.5.1 The members of the Recognition Committee are the President, Director Member Development, Director Education, Director Lifesaving.
- 4.1.5.2 The role of the Committee is to recommend members for Surf Life Saving Recognition Awards.
- 4.1.5.3 The responsibilities of the Committee are to:
 - 4.1.5.3.1 Recommend to the Board members for the club's Recognition Awards as provided for in these Regulations
 - 4.1.5.3.2 Recommend to the Board members for the Recognition Awards offered by SLSNT, SLISA or any external organisation.
 - 4.1.5.3.3 Recommend to the Board any member for Long Service membership or Life membership.

4.1.6 Judiciary Committee

- 4.1.6.1 The Grievances Officer will request the Board to appoint 2 Members (if needed) to attend to any judiciary matter.
- 4.1.6.2 The Board will meet on an 'as required' basis.
- 4.1.6.3 The role of the Committee is to assist the Board to comply with the Constitution Section 43 'Grievances and Disputes' and any related requirements of SLSA.
- 4.1.6.4 The responsibilities of the Committee are to:
 - 4.1.6.4.1 Recommend to the Board any action required under the Constitution Section 43 'Grievances Procedures'.

5 Board Meetings

- 5.1 The members of the Board are defined in the Constitution.
- 5.2 The role of the Board is described in the Constitution and these Regulations.
- 5.3 The agenda for Board Meetings is as follows
 - 1. Attendance, Apologies, Visitors
 - 2. Previous Minutes
 - 3. Business Arising Previous Minutes
 - 4. Financial Report
 - 5. Committee Reports
 - 6. Other Reports
 - 7. General Business
 - 8. Next meeting & Closure
- 5.4 The Chairperson may suspend the agenda of the Board meeting for urgent or special business.
- 5.5 Reports and agenda items shall be circulated no less than two days before the date of the meeting.
- 5.6 Any member of the club is entitled to attend a Board meeting.
- 5.7 The Chairperson may place all or part of a Board meeting discussion 'in camera' for business that is commercial in confidence, relates to a report from the Judiciary Committee or requires observance of the Privacy Act. Any resolution from such business will not be 'in camera'.
- 5.8 After two hours from the commencement of the meeting no new business shall be discussed without the majority consent of the Directors attending the meeting. New business is business not listed on the agenda or in a report.

6 Annual General Meeting

- 4.1 The agenda for the Annual General Meeting shall be as follows:
 - Attendance, Apologies, Visitors
 - Previous AGM Minutes
 - Business Arising Previous Minutes
 - Tabling of the Audited Financial Report
 - Business Arising Audited Financial Report

- Tabling of the Annual Report
- Business Arising Annual Report
- Special Resolutions of which due notice has been given
- Ratification of the Regulations
- Election of the new Board of Directors
- Nominations for Officers
- Nominations for Honorary Officers
- Closure, Next meeting