

APPENDIX 1

Job Descriptions may be reviewed from time to time by the Board of Directors as and when required:

1. CHAIRPERSON

- (1) As per his/her legal Constitutional role as defined by the Constitution.

2. VICE CHAIRPERSON (2)

- (1) Will assist the Chairperson as per his/her legal Constitutional role as defined in the Constitution as well as assisting with compilation of the Annual Report.
- (2) There are two vice chairperson roles. Both have board positions, their particular responsibilities are:
 - a. Special events
 - b. Club house operations

3. DIRECTOR OF ADMINISTRATION

In the absence of a paid Administrative Assistant, the Director of Administration duties shall be as follows. However if a paid Administrative Assistant is employed the Director of Administration shall oversee and ensure all duties are met.

- (1) Collect mail for PO box, log in Correspondence Book and then distribute accordingly as soon as possible on receipt, prioritising as required;
- (2) Read, log, distribute and respond to emails as required;
- (3) Ensure all reporting deadlines as required by Branch and SLS NSW and SLSA are kept;
- (4) Maintain all correspondence and present at Directors Meeting;
- (5) Pass on to Board of Directors members any information as it becomes available;
- (6) Ensure that all Branch correspondence is seen to as soon as possible;
- (7) Ensure members are made aware of all forthcoming competitions & events;
- (8) Coordinate meetings, liaising with various Board of Directors;
- (9) Take Minutes of meetings;
- (10) Ensure that the mailing and email list is kept up-to-date;
- (11) Ensure web site is current and maintained;
- (12) Distribute and coordinate newsletters;
- (13) Assist Chairperson where possible;
- (14) Attend all Board of Directors Meetings;
- (15) Ensure that all OH&S requirements are met and that the annual audits are completed and that adequate advice is communicated to members;
- (16) Assist in preparation of Annual Report;
- (17) Arrange the Annual General Meeting and send out nomination forms, proxies etc;
- (18) Arrange for all forms to be available for registration days, including Member Renewal Forms, Membership Forms, Child Protection Forms etc
- (19) Organise for the delivery manuals and log books as required, but particularly prior to the commencement of the season

4. DIRECTOR OF FINANCE

In the absence of a paid Administrative Assistant, the Director of Finance duties shall be as follows. However if a paid Administrative Assistant is employed the Director of Finance shall oversee and ensure all duties are met.

- (1) Maintain up-to-date and accurate financial records;
- (2) Ensure banking is done promptly and in accordance with timeframes in the Regulations;
- (3) Ensure invoices/accounts are paid promptly;
- (4) Ensure receipts are issued for all revenue received;
- (5) Provide sectional income & expenditures records to the Board of Directors and club members as required;
- (6) Attend Board of Director Meetings;
- (7) Provide reports for each Board of Directors meeting reflecting financial status of the Senior Club, Ladies Auxiliary and Nippers;
- (8) Provide cash floats as required;
- (9) Ensure all insurance issues are dealt with and that the Club is adequately covered in all areas;
- (10) Assist the Club Chairperson in preparing applications for grant funding;
- (11) Effectively communicate with the Board of Directors and club members concerning the club's financial records and activities;
- (12) Promptly collect bar takings and monitor bar operations to ensure profitability;
- (13) Assist with the Annual Door Knock fund raising;
- (14) Ensure that the Club is GST compliant in all issues and that BAS reports are submitted as required by the ATO;
- (15) Compile end of year financial statements for Nippers, Ladies Auxiliary and Senior Club ready for inclusion in the Annual Report within a month of the close of financial year.

5. DIRECTOR OF LIFE SAVING

Patrols:

- (1) Ensure that there are adequate patrols to patrol the beach;
- (2) Compile Patrol Rosters adhering to the SLSA guidelines and that patrols patrol provide adequate cover throughout the season
- (3) Ensure that a current beach management plan is provided to Surf Life Saving Central Coast.
- (4) Ensure Surfguard Coordinator has copy of all patrols and is kept informed of any patrol changes;
- (5) Promote that all patrol members are requalified in their various awards in line with SLSA requirements;
- (6) Ensure all Patrol Captains, are provided a copy of the current beach management plan, informed of correct procedures, SLSA recommended incident procedures and given a full list of members on their patrol including phone numbers and are made aware of OH&S issues;
- (7) Ensure all patrolling members receive copies of the patrol roster and any other relevant information regarding patrol requirements and OH&S issues.

- (8) Rookies – ensure that eligible Junior Activity Members, as advised by the Director of Youth Development they are placed on patrols, are aware of their obligations and are instructed in how to sign on in the correct method in the Patrol Log Book, ensuring that Rookies sign on as a Rookie.
- (9) Liaise with Education Officer to promote new awards.

Life Saving

- (1) Coordinate the various life saving arms that come under the Director of Life Saving: Vice Director of Life Saving, Education Officer, IRB Captain, First Aid Officer & Radio Officer;
- (2) Prior to the start of each season complete the Gear Inspection Report thereby ensuring that all equipment has been serviced and tested and is in the optimum working condition for the start of the season;
- (3) That all equipment is maintained in an operational and safe manner at all times for the remainder of the season;
- (4) Liase with the various life saving arms, bringing any problems or issues to the attention of the Board of Directors;
- (5) Coordinate meetings between various sections of lifesaving;
- (6) Attend all Board of Directors meetings;
- (7) Attend Branch meetings as required (approx 3 per year);
- (8) Complete end of season Branch reports as required;
- (9) Complete end of year report within one month of end of season for inclusion in Annual Report and ensure all the various arms of life saving have compiled same.

6. DIRECTOR OF COMPETITION

- (1) Ensure adequate notice is given of forthcoming competitions;
- (2) Ensure competitors have contact point to relay interest in attending carnivals;
- (3) Liase with Carnival Entry Coordinator to ensure that all entries have been received and entered on SLS Carnival Entry Forms or other forms as required by SLSA;
- (4) Work with Coaches to establish Club Championship format and implementation;
- (5) Attend all Board of Directors Meetings;
- (6) Coordinate the various competition arms that come under the Director of Competition: Youth Training Captain, IRB Captain (Competition), Boat Captain, Board and Ski Captain, Beach Captain, Water Captain, Carnival Entry Coordinator.
- (7) Prior to the start of each season, complete an inspection and inventory of competition equipment, ensuring all equipment is in optimum condition for the start of the season.
- (8) Ensure that all competition equipment is maintained in an operational and safe manner at all times for the remainder of the season.
- (9) Liaise with the various competition arms, bring any problems or issues to the attention of the Board of Directors.
- (10) Coordinate meetings between various sections of competition.
- (11) Have end of year report ready within one month of end of season for inclusion in the Annual Report.

7. OFFICE BEARERS:

Vice Director Of Life Saving (2)

- (1) Will assist with the duties of the Director of Life Saving.
- (2) There are two 'vice director of life saving' both reporting to the Director of Life Saving

Education Officer (Chief Instructor)

- (1) Advertise forthcoming courses so that all members are aware of what is available to them and when, particularly any forthcoming Bronze courses and the calendar of education for the season;
- (2) Ensure Instructors are available for each course;
- (3) Ensure that sufficient Manuals are available prior to any course and that up-to-date information is available to all participants;
- (4) Arrange for an Examiner prior to the end of the course;
- (5) Notify the Director of Life Saving the names and contact details of all course participants at the commencement of courses;
- (6) Provide the Director of Life Saving adequate notice of all Bronze examinations to allow them to attend the examinations.

In the absence of a paid Administrative Assistant, the Education Officer shall also:

- (7) Forward to the Surfguard Coordinator all details of any forthcoming exam so that Form 14 is available for examiner;
- (8) Provide Surfguard Coordinator as soon as possible after each exam all written paperwork so that data can be entered into database for Branch and State verification;
- (9) Assist with Director of Life Saving, as required, in the requalifications of member awards;
- (10) Upon request of the Director of Life Saving attend lifesaving meetings;
- (11) Attend Branch meetings as required (approx 3-4 per year);
- (12) Prepare report on activities throughout year (including list of all members obtaining Awards) ready shortly after end of season for inclusion in Annual Report.

Registrar / Surfguard Coordinator

In the absence of a paid Administrative Assistant, the Registrar shall ensure the following is maintained:

- (1) If the Association is planning to use the Renewal Membership forms, ensure that these are available at the AGM;
- (2) Enter all new registrations onto database and update all renewing registrations, changing season dates, ensuring all personal information data is correct;
- (3) Maintain the database, ensuring that the system is kept up-to-date at all times;
- (4) Respond to Branch/State requests as soon as possible.
- (5) Keep all Registration Forms in an orderly manner which is to be kept on premises as the Law requires;
- (6) Maintain register of Child Protection Forms and keep on premises as the law requires;

- (7) Maintain Incident Reporting database.

Patrols

- (1) Enter all patrols, patrol dates in the system prior to season commencement;
- (2) Enter patrol hours, surf conditions, beach population and rescues on a weekly basis;
- (3) Provide a list of patrol hours at the start of the season and at regular intervals so competitors can keep track of their hours;

Awards

- (1) Following advice from the Education Officer, enter all examinees and exam details into database and ensure that the Proficiency Sheets and Form 14 are ready for the Examiner to fill in at the end of each exam;
- (2) On receipt of completed Proficiency Test Records and Form 14, enter results and award numbers into database and forward to Branch copies of completed Proficiency Test Records;
- (3) Maintain list of all Awards and ensure Certificates and Medallions are received.

Inflatable Rescue Boat (IRB) Captain (Life Saving)

- (1) Shall be qualified and currently proficient as an IRB Driver in accordance with the manuals of SLSA;
- (2) Shall be responsible for the supervision of all IRB drivers and crew in consultation with the Director of Life Saving;
- (3) Shall bring any problems or issues to the attention of the Director of Life Saving;
- (4) Shall be responsible for the care and upkeep of the club's IRBs, motors and tools required for maintenance;
- (5) Shall maintain a sufficient quantity of fuel and spare parts at the Clubhouse to enable all patrols and any reasonable emergency to be satisfactorily be completed;
- (6) Shall be responsible for the arrangement and coordination of training for all IRB related awards;
- (7) Upon request of the Director of Life Saving attend lifesaving meetings.
- (8) Have end of year report ready one month after completion of season for inclusion in Annual Report.

Boat, Ski, Board, IRB (Competition), Beach & Water Captains

- (1) Shall be responsible for the care, housing, maintenance of all craft and equipment and tools;
- (2) Ensure members are aware of training structure;
- (3) Ensure that there are adequate craft maintenance sessions;
- (4) Ensure all members have obtained their necessary awards and requalifications;
- (5) Ensure all members are kept up to date of forthcoming competitions and entry form cut-off dates;
- (6) Help ensure entries are available for the Carnival Entry Coordinator;

- (7) Shall bring any problems or issues to the attention of the Director of Competition;
- (8) Ensure members of each section assist in the various fundraising events (bearing in mind each section retains a portion of that what is raised);
- (9) Ensuring that their respective sectional sponsors are promoted and sponsorship agreements are fulfilled.
- (10) Be aware of their sections financial position;
- (11) Have end of year report ready one month after completion of season for inclusion in Annual Report.

First Aid Officer

- (1) Shall be responsible for equipment in the First Aid Room, keep all first aid material replenished and in good order.
- (2) Shall keep a correct record of cases treated and material used.
- (3) Shall submit an annual report at the termination of each season and hand to the Director of Administration a summary of the condition and quality of all first aid equipment.
- (4) Prior to the start of each season complete an inspection and inventory of First Aid equipment, ensuring all equipment in optimum condition for the start of the season and meets the requirements of SLSA and Surf Life Saving NSW.
- (5) Ensure all First Aid equipment is maintained in an optimum and safe manner all time for the remainder of the season.
- (6) Bring any problems or issues to the attention of the Director of Lifesaving.
- (7) Upon required of the Director for Lifesaving attend lifesaving meetings.

Radio Officer

- (1) Prior to the start of each season complete an inspection and inventory of radio equipment ensuring all equipment is in optimum condition for the start of the season.
- (2) Ensure that all radio equipment is maintained in an operational and safe manner at all times for the remainder of the season.
- (3) Bring any problems or issues to the attention of the Director of Lifesaving;
- (4) Upon request of the Direct of Lifesaving attend lifesaving meetings.
- (5) Shall submit an annual report at the termination of each season and hand to the Director of Administration a summary of the condition and quality of the radio equipment.

Gym Coordinator

- (1) Shall be responsible for the purchase care, housing and maintenance of all health equipment and the management of the facility;
- (2) Endeavour to make members aware of Government regulations in regards to OH&S issues and provide signage as to the proper use of gym equipment
- (3) Ensure members are aware of facility availability;
- (4) Ensure respective sponsors are promoted and sponsorship agreements are fulfilled;
- (5) Beware of the financial situation of the gym;

- (6) Shall be responsible to the Director of Administration.

Carnival Entry Coordinator

In the absence of a Paid Administrative Assistant, the Carnival Entry Coordinator shall: Work with Director of Competition, coaches and sectional heads to ensure that all competitors wishing to compete are correctly entered in forthcoming competitions.

Youth Training Captain (Head Coach, Nippers)

- (1) Prior to the start of each season, complete an inspection and inventory of competition equipment, ensuring all equipment is in optimum condition for the start of the season.
- (2) Ensure that all competition equipment is maintained in an operational and safe manner at all times for the remainder of the season.
- (3) Liase with the Director of Youth Development and the Nipper Executive regarding training schedules and requirements;
- (4) Ensure that all SLSA requirements are met with regards to training requirements.

Bar Manager

- (1) The Bar Manager shall be legally responsible for the responsible serving of alcoholic beverages conducted at all Club Social functions;
- (2) Shall act under the direction of the Board of Directors;
- (3) The Bar Manager shall prepare and present to the Director of Finance a monthly stocktake and statement of receipts of payments of all beverage transactions;
- (4) Bar Manger must have current knowledge of all Gaming, Liquor and Licensing Acts for the administration of beverage trading within the Club.

Avoca Beach SLSC Member Safety and Wellbeing

8. CODE OF CONDUCT

A Member of Avoca Beach SLSC will:-

1. Agree to abide by the Code of Conduct
2. Be Responsible for the Use of Club Facilities in such a manner as:-
 - a. All financial members of the Club will have access to the shower and toilets via the Footwash Access Point. Members from the various sections of the Club will have access made available to them for their sectional requirements;
 - b. All requests for increase in access areas are to be submitted in writing to the Board of Directors for approval;
 - c. Non Members are not permitted access to the Club facilities;
 - d. Non Members are not permitted access to any Club equipment unless as part of a Club event or authorised by the Board of ABSLC;
 - e. Members who engage in anti-social behaviour, wilful damage to Club property or bring the Club into disrepute, or assists a non-member to breach the Code of Conduct or Access policy may, at the discretion of the Club Board, have their access to the Club denied, either temporarily or permanently;
 - f. Access to the Training Room, will be at the discretion of the Director of Lifesaving and/or Patrol Captains for Members to carry out lifesaving patrol duties or training sessions in such a way so as not to cause disruption or interference with the activities in the Function Centre.
 - g. Minors are not permitted in the Function Centre unless under the direct supervision of a responsible adult.
3. Abide by the Dress Code for Function Centre areas consisting of:
 - a. Footwear is to be worn at all times;
 - b. Clothing to include top and bottom for both sexes (note beach towel does not constitute clothing)
 - c. No wet clothing is allowed at any time.
4. Abide by the SLSA Code of Conduct & Member Protection Policy:
 - a. To respect the rights, dignity and worth of others;
 - b. To be fair, considerate and honest in all dealing with others;
 - c. To assist in providing a safe and supporting environment for all our members and guests.
5. Behaviour in Function Area:
 - a. No vigorous games are permitted in the Function Centre, including all ball games;
 - b. Hirers of Function Centre are responsible for their guests;
6. All areas of the Club are Smoke Free, including balconies, stairwells, or entrance areas.

9. ORGANISATIONAL STRUCTURE

