

Port Campbell SLSC Role Descriptions

Club Executive

President

Objectives:

- To provide strong, efficient and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the Port Campbell SLSC at the highest level.
- Ensure that the Club is run efficiently administratively, financially and socially to support all the club activities.
- To provide a safe and enjoyable life saving and recreational environment for all Club members.
- To provide a club view to all media in relation to club participation in rescues and other issues not related to publicity

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Be the custodian of everything that is important to the club.
- Ensure committee members and sub committee's fulfil their responsibilities to the Club.
- Preside and attend all meetings of the Club Committee.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.
- Have a good knowledge of club rules, guidelines, protocols and policies.
- To manage any public comment concerning any situation or incident that may reflect on the public well being of the Club.
- Attend the LSV Life savings operations council Meetings.

Roles

- Member of Club Executive (Chairman).
- Chairman of Club committee.
- Member of Finance Committee.
- Member of Club Executive for 1 year as Immediate Past President.
- To Co-ordinate with the Rescue Coordinator in relation to all media contact and process of information of rescues and related media requirements

Vice President

Objectives:

- To fulfil all objectives and responsibilities of the President's role should the President be unavailable to attend to duties. (see Presidents Objectives and Responsibilities)

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Be the custodian of everything that is important to the club.
- To fulfil all responsibilities of the President's role should the President be unavailable to attend to their duties
- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Attend all meetings of the Club Committee.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist the Committee members in their duties as required.
- To be allocated specific portfolios, with specific responsibilities, as determined at the discretion of the Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.
- Be the Master of Ceremonies at the Annual Club Dinner

Roles

- Member of Club Executive (Vice Chairman),
- Chairman of Club committee
- Member of Finance Committee (Chairman)

Secretary

Objectives:

- To provide appropriate administrative management and support the President, General Committee and Sub Committees.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Receive and Report all Incoming Correspondence
- Coordinate and provide Outgoing Correspondence
- Where necessary forward on incoming correspondence to the correct person or committee.
- Take minutes at Club Committee meetings, Special meetings and the AGM.
- Prepare committee and AGM minutes and have them reviewed by President before distribution.

- Collate monthly reports prior to meeting and distribute with minutes for the up coming meeting. Monthly reports should be completed by all committee members for inclusion in the agenda.
- Report to the club on any IT, History, Public Officer and Bylaw requirements in conjunction with the IT, History and Bylaws managers.
- Ensure all administration tasks are completed according to statutory and Life Saving Victoria requirements including notification of new office bearers and their contact details.
- Collate and prepare Annual Report including printing & distribution.
- Forward copies of Annual General meeting minutes & Annual Reports to Life Saving Victoria and other statutory bodies.
- Carry out and perform such duties as are required of a Secretary of a Club holding a Full Club Licence under the Liquor Control Reform Act 1998 for the time being in force.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Executive (Secretary)
- Member of Club committee (Secretary)

Treasurer

Objectives:

- To provide the appropriate financial support to the Club Committee, Club positions and Sub Committees.
- To provide control and collection of money and payment of bills on behalf of the club for all activities.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Be apart of the following sub committees – Club executive and the Finance Committee.
- To ensure that the clubs committee and sub committees have enough cash funds to operate their specific functions.
- At the completion of each function, arrange the collection of all moneys, to be counted and banked.
- Collect all club invoices and post these invoices into the accounting system and pay these invoices on committee approval.
- Raise any invoices, via the accounting system to debtors, which could include sponsors, members etc.
- Present a report on behalf of the finance committee to all Committee meetings detailing the clubs monthly income and expenses (inc details of invoices), income statement, cash flow statement and balance sheet. Complete the BAS and where necessary pay the Tax Office.
- Provide a club Administration Budget for approval by the club committee.
- Present a consolidated budget for the forthcoming season to the General Committee, to be ratified and approved at the July committee meeting.
- Organise the auditors to review the financial accounts and receive the auditors report, at least two weeks prior to the AGM.
- Provide a copy of the Clubs audited financial statement and a Treasurer's report to the Secretary for inclusion in the Annual Report.

The financial statement shall contain

- The income and expenditure during the last financial year
- The assets and liabilities at the end of the last financial year (balance sheet)
- Any mortgages, charges and securities affecting any of the property at the end of the last financial year
- The financial statements of each trust of which the club was trustee during the whole or part of the last financial year.
- This financial statement must give a true and fair view of the financial position of the incorporated association during and at the end of its last financial year.
- Complete the Annual Statement by the Public Officer and submit to the Department of Justice / Consumer Affairs Victoria, along with the annual fee.
- Maintain and keep an up to date Asset Register of Club Assets
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.

Roles

- Member of Club Executive
- Member of Club committee
- Member of Finance Committee.

IP President (1year)

Objectives:

- To provide Support to the leadership of the Club in respect to
 - The promotion, participation and achievements of the Port Campbell SLSC.
 - The efficient administrative, financial and social activities of the club.
 - The safe and enjoyable life saving and recreational environment for all Club members.

Responsibilities:

- Provide guidance and direction to the Club President and vice president where required.
- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Ensure committee members and sub committee's fulfil their responsibilities to the Club.
- Attend all meetings of the Club Committee.
- Assist Committee members in their duties as required.
- Have a good knowledge of club rules, guidelines, protocols and policies

Roles

- Member of Club committee
- Member of Club Executive for 1 year as Immediate Past President

Club Committee**Club Captain****Objectives:**

- To coordinate and provide club patrol rosters.
- To assist Patrol captains and members with their patrol duties
- To coordinate and manage the entry of patrol logs onto surf guard
- To organise and coordinate club Champs

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- The main responsibility of the Club Captain is to set up and organise the Patrol Roster and to ensure each Patrol has enough qualified members.
- The assigning and allocating of new Patrol Captains each season,
- To assist young and new members alike the opportunity to develop invaluable skills and undertake leadership roles within the club.
- Provide a club patrol Budget for approval by the club committee.
- To involve the Vice Club Captain in all the Club Captain's roles and responsibilities.
- Organise club training days and seminars eg Phantoms
- Coordinate and conduct Club Championships
- To inform the Building coordinator of any maintenance and improvement requirements of the club house.
- Advise members of patrol obligations
- Advise members of their patrol responsibilities and penalties when not fulfilling patrol duties.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of the Club Committee
- Coordinate with Club Vice Captain, First Aid Officer and Gear Steward.

Rescue Coordinator**Objectives:**

- To oversee and organise the Offshore Coastal Rescue service that the club provides.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Organise club training days and seminars eg Mock Rescues
- Coordinate and Update the call out lists and implementation of the first response program.
- Provide a offshore rescue Budget for approval by the Club committee
- To oversee each incident, liaise with other emergency agencies and police.
- Ensure debriefing takes place and any action is followed up on including advising Treasurer of any claimable fuel.
- Attend local emergency services meetings to further develop policies and relationships with other agencies.
- The role of the PCSLSC is not limited to "normal" lifesaving patrol activities as required by SLSA (Surf Lifesaving Australia). The club also provides a coastal rescue service along 60 km of the Shipwreck Coast, responding to callouts from east of Johanna Beach to Childers Cove, west of Port Campbell. Port Campbell is the only port from which a rescue boat can be launched between Apollo Bay and Warrnambool. The service is operationally ready 365 days a year serviced wholly by club volunteers and our valued sponsors. Services we provide include;
 - Surf Rescue at various beaches.
 - Rescues and recovery of overturned boats.
 - Attending and assisting disabled craft.
 - Rescues of divers.

- Recoveries of bodies.
- Provision of backup for SES Cliff Rescue Squad.
- Searches for missing persons.
- Assisting Victorian Police in investigations.
- Assisting Parks Victoria in penguin colony surveys and counts.
- Water safety for film shoots and surfing contests.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Assist the President on Media contact and process of information in relation to club participation in rescues.
- Coordinate with the Radio Officer

Sponsorship Coordinator

Objectives:

- To maximize the number of sponsors supporting the Club and to maximize revenue from the sponsorship base.
- To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis.
- To make application for grants and funding programs that fit within the clubs objectives.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Coordinate all sponsorship and grants for all areas of the club.
- Chair the Sponsorship sub committee meetings and to program and organise sponsorship for the Club.
- Be apart of the following sub committees – Finance Committee
- Provide a Sponsorship Budget for approval by the general committee
- Ensure that all existing major sponsors are contacted prior to season commencement.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Coordinate sponsors functions.
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place.
- To source and speak with any potential sponsors, including the development of a sponsorship contract should it be required.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Coordinator of Sponsorship Committee

Social Coordinator

Objectives:

- To establish a broad social calendar for the season.
- To provide appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Chair the social sub committee meetings and to program and organise social events for the Club (including the Annual Dinner).
- Prepare a social calendar of social events that will attract the widest involvement from all members of the Club.
- Provide a Social Budget for approval by the general committee
- Ensure that all Social events are at least cost neutral.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Coordinator of Social Committee.

Publicity Coordinator

Objectives:

- To maximize communication to all Club stakeholders.
- To promote the Club through regular publications, such as the Time and Tide, Cobden and Timboon Coastal Times, Warrnambool Standard and the Port Campbell Beacon.
- To promote the activities of the Club and its members to the local media.

Responsibilities:

- Assist all Club personnel in promoting the Club in the local and wider community.
- Undertake publicity tasks at the request of the Committee.
- Assist and help coordinate the club newsletter "Time and Tide" with the newsletter manager.
- Provide a list of official Photographers for approval by the club committee.
- Assist the club official photographers.
- Provide a publicity Budget for approval by the general committee
- Coordinate publicity articles which go into the local papers.
- Maintain the Club's website.
- Report publicity activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.
- (Note that the Management of any public comment concerning any situation or incident that may reflect on the public well being of the Club will be handled by the Club President)

Roles

- Member of Club Committee
- Coordinate with Club Photographers and Newsletter coordinator.

Competition Coordinator

Objectives:

- To maximize the number of Club members participating in LSV and SLSA Competitions.
- To manage the teams and members who attend competitions.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Provide a Competition Budget for approval by the general committee
- Assist the Club coach, Board and ski Manager and boat Manager in their roles.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.
- Attend the LSV Aquatic Sports Council Meetings.

Roles

- Member of Club Committee
- Coordinate with Club Coach, Board and Ski and Boat Captains

Buildings Coordinator

Objectives:

- To coordinate the construction, maintenance and improvements of the PCSLSC buildings and surrounds (Club rooms, Function centre and the Hostel)

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Provide a Buildings Budget for approval by the general committee.
- Provide and coordinate services for building maintenance, equipment and construction
- To involve the assistant Building captain in all the Building Coordinators roles and responsibilities.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Coordinate with Assistant Building Coordinator.

House Coordinator

Objectives:

- To provide and coordinate the management, Marketing and Operations of the Hostel and Function centre.
- To provide additional financial resource income to the club via the Hostel and the function centre.
- To provide a facility for members to utilise socially.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- To coordinate the use of the function centre and the Hostel
- To provide and coordinate the promotion and marketing of the function centre and the Hostel.
- Provide a Function centre and Hostel Budget for approval by the general committee.
- To coordinate and work with the Function centre manager, Bar manager and the assistant Bar manager.
- To coordinate and work with the Hostel manager.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Chairman of House Committee
- Coordinate with the Function Room Coordinator, Hostel Manager and Bar Manager

Junior Coordinator**Objectives:**

- Administer the needs of the Club with reference to junior activities (Nippers and Cadets).

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Arrange and coordinate all functions for junior surf development throughout the year.
- Provide a Junior and Cadet Budget for approval by the general committee.
- Be a part of and chair the following sub committees – Nipper and Cadet committees
- Have an age manager qualification and coordinate Age manager training.
- To liaise with other Committee's and the junior committee when required.
- To liaise with the Treasurer on junior financial requirements during the year.
- To provide a tangible link between the General Committee and the junior members through representation at committee meetings.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.
- Attend the LSV Youth and Leadership Development Council meetings.

Roles

- Member of Club Committee
- Chairman of Nipper Committee
- Chairman of the Cadet Committee
- Coordinate with Cadet Coordinator.

Power Boat Captain**Objectives:**

- To manage the operations, purchases and maintenance of all club power craft.

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Provide a Power Boat Budget for approval by the general committee
- To involve the Vice Power Boat captain in all the Club power boat roles and responsibilities.
- Coordinate routine maintenance, repair & service of IRB's and Pelican rescue boats during season to be operationally ready for use during patrols and rescue callouts.
- To ensure fuel & oil and dewatering fluid spray stock is maintained and ready for use.
- Ordering of new boats and outboard engines for the IRB's & Pelican rescue boat.
- Ensure all water craft are in good condition to pass gear inspection.
- Service tractor and power boat trailers.
- Updating of registration labels for all the registered vehicles & trailers.
- Assist with the training of crewperson and drivers.
- Organise crews and drivers for carnivals, swims and the like.
- During off season, periodically run engines, clean up and inflate water crafts.
- Report activities of the club to the membership at the Annual General Meeting.

- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee
- Coordinate with the vice power boat captain.

Chief Instructor

Objectives:

- To Coordinate, organise and/or supervise our members in the training, instruction and requalification of all SLSC awards

Responsibilities:

- Be a part of the elected committee of management that shall control and manage the business and affairs of the Club.
- Provide a Training Budget for approval by the general committee
- To ensure awards for each member are kept up to date on the state database in conjunction with the Surfguard manager.
- To mentor and encourage potential training officers and assessors.
- To assist in organisation of requalification days at the start of each season
- Be responsible for the instruction of club members and new members for SRC and bronze certificates and other awards
- To coordinate and arrange instructors for awards
- Have a Training Officers accreditation
- Work with power boat officer, first aid and other office bearers as required for training and instruction.
- Handle examination paper work
- Report activities of the club to the membership at the Annual General Meeting.
- Assist Committee members in their duties as required.
- Attend all meetings of the Club Committee.
- Write a monthly report to be tabled at monthly meeting and incorporated into the minutes.

Roles

- Member of Club Committee

Club Positions

State Centre Delegate

Objectives:

- To represent the views of the Port Campbell club members at LSV and to communicate LSV information back to our members.

Responsibilities:

- To represent PCSLSC at LSV at meetings and conferences that may come up during the year.
- To liaise between PCSLSC & LSV of outcomes arising from the meetings.
- To update PCSLSC of new programs & protocols developed by LSV.
- To report to the club president on all issues and there outcomes with LSV

Roles

- Report to Club President

Equity Officers

Objectives:

- To resolve issues for anyone in the organisation that feels that they have been treated unfairly, discriminated against or harassed.
- The club will appoint one male and one female equity manager each year at the AGM.

Responsibilities:

- To Mediate and resolve any disputes within the club in a timely manner.
- To deal with any type of problem, concern or complaint about members involvement or the environment they are in. For example, a grievance about:
 - Development and training availability;
 - How an issues has been handled
 - The club environment;
 - Safety in the workplace;
 - The treatment by an official or officer
 - Discrimination; or Harassment.
- To follow the SLSA Grievance Procedure and the Member Safety and Wellbeing policy.
- To ensure that only the people directly involved in the grievance or sorting it out, can have access to information.
- To be Impartial (fair) – all sides get a chance to tell their side of the story. No-one makes any assumptions or takes any action until all relevant information has been collected and considered.
- To ensure all sides have access to support or representation if they want or need it.

- To ensure free of unfair repercussions or victimisation – management to take all necessary steps to make sure people involved in a grievance are not victimised for coming forward with a grievance or helping sort it out. If anyone victimises anyone else for making a grievance, they may be disciplined.
- To ensure that all grievances are sorted out at the local level, if possible.
- To report any grievances and their outcomes to the President.

Roles

- Report to Club President

OH & S Officer

Objectives:

- To provide a safe and healthy work environment for the members and partner organisations.

Responsibilities:

- A duty to provide and maintain so far as practicable a working environment that is safe and without risks to health. This shall include:
 - Providing and maintaining safe plant and systems of work.
 - Making and monitoring arrangements for the safe use, handling, storage and transport of equipment and materials.
 - Maintaining the workplace in a safe and healthy condition.
 - Providing adequate facilities to protect the welfare of all members.
 - Providing information, training and supervision for all members enabling them to work in a safe and healthy manner.
 - To ensure at all times that we achieve an incident free workplace.
 - Ensuring that we abide by the Occupational Health and Safety Act 2004 and all other relevant Codes of Practice standard operation procedures etc for surf life saving.
- To report and coordinate any OH&S issues and their outcomes with the President.

Roles

- Report to Club President

Club Historian

Objectives:

- To ensure that the history/Heritage of the club is kept for our future generations use.

Responsibilities:

- To ensure and to protect on file all minutes, club documents, awards and photographs in an acceptable system.
- To Coordinate and organise all Club events of historical nature.
- Report to and co-ordinate with Club Secretary on history and club documents.

Roles

- Report to Club Secretary

IT Officer

Objectives:

- To coordinate, improve and maintain all club IT systems

Responsibilities:

- To maintain our web site
- To maintain our office systems (computers, copiers etc)
- Report to and co-ordinate with Club Secretary on IT requirements.

Roles

- Report to Club Secretary

Bylaws Manager

Objectives:

- To maintain the clubs Constitution, Bylaws and LSV, SLSA rules.

Responsibilities:

- To update the Constitution upon rule changes from a special or annual general meeting.
- To update and maintain the clubs bylaws.
- To provide information to the club on meeting and club procedures.
- Report to and co-ordinate with Club Secretary on Constitution and by law requirements.

Roles

- Report to Club Secretary

Membership /Surfguard Manager

Objectives:

- To ensure that all members surf club related information is maintained on the club and LSV membership systems used for membership, competition and insurance purposes.

Responsibilities:

- To keep a Register of Members the names and addresses of all members of the Club and the date of the last payment by each member of the subscription.
- To update the SLISA "Surfguard" program with members' information, awards, qualifications and other required information.
- Report to and co-ordinate with Club Treasurer and Chief Instructor on memberships and surf guard.

Roles

- Report to Club Treasurer

Club Vice Captain**Objectives:**

- To assist the Club Captain in his role.

Responsibilities:

- Work with and report to the Club Captain to ensure that Patrols are organised effectively and efficiently.
- Help conduct "in-house phantoms" and ensure that patrolling members are aware of their responsibilities in patrolling duties.
- Help enter patrol logs onto surf guard.

Roles

- Report to Club Captain

First Aid Officer**Objectives:**

- To provide first aid equipment and facilities for the general public and rescue purposes.

Responsibilities:

- Co-ordinate with and report to the Club Captain to ensure all first aid equipment and supplies are safe to use and up to date.
- Maintain and replenish first aid supplies where necessary.
- Ensure oxygen tanks are full, operational and ready for use.
- Provide advice and training to club members.

Roles

- Report to Club Captain

Gear Steward**Objectives:**

- To provide and maintain surf rescue equipment and facilities for our members use for rescue and training purposes.

Responsibilities:

- Co-ordinate with and report to the Club Captain to ensure all equipment within the surf club is safe to use.
- Repair and maintains Rescue Boards, Rescue Tubes and other equipment items within the surf club.
- Check to see if Patrol Flags, all safety signage, flippers etc are in good condition and be available to use.
- Provide and maintain an inventory list of club gear.

Roles

- Report to Club Captain

Radio Officer**Objectives:**

- To provide a safe and efficient radio network for rescue and club purposes.

Responsibilities:

- Co-ordinate with and report to the Rescue Coordinator to ensure all radio equipment within the surf club is ready and safe to use.
- Oversee the radios, chargers and associated towers and antenna that they are in operational condition.
- Ensure that all radio serial numbers for identification are kept.
- Be responsible for all repairs needed.
- Have or obtain a clear understanding of the radio system operating at Port Campbell SLSC.
- Understand the ownership of the frequency and VHF radios we use
- Preferably (because of the above) the Radio Officer should be a member of the Port Campbell State Emergency Service.

Roles

- Report to Rescue Coordinator

Club Photographers**Objectives:**

- To record photography of our members in action in training, patrols, Competition and socially.
- The club to appoint these photographers as the official Club Photographers.

Responsibilities:

- To provide and file photography of our members in action in training, patrols, Competition and socially for the club purposes only.
- To Assist the Publicity Manager to provide a Publicity Budget for approval by the general committee.

- To report to and assist the Publicity Coordinator.

Roles

- Report to Publicity Coordinator

Newsletter Manager

Objectives:

- To provide members with a timely communication tool on the clubs current and future activities.

Responsibilities:

- Produce a monthly newsletter, the "Time & Tide" to keep all club members aware of the "goings on" around the club.
- Ensure all club members receive the newsletter either via email or post.
- Assist the Publicity Manager to provide a Publicity Budget for approval by the general committee.
- To report to and assist the Publicity Coordinator

Roles

- Report to Publicity Coordinator

Club Coach

Objectives:

- To provide and coordinate coaching activities for members wishing to participate in LSV and SLSA competition.

Responsibilities:

- To maintain and repair boards, ski's and associated equipment ensuring that they are operationally ready for training and competition.
- To maximize the number of Club members participating in all Competitions.
- To assist and manage the teams and members who attend competitions.
- Assist the Competition Manager to provide a coaching Budget for approval by the general committee
- To report to and assist the Club competition Coordinator.

Roles

- Report to Competition Coordinator

Board and ski Captain

Objectives:

- To provide an opportunity for members to successfully participate in LSV and SLSA board and ski competitions.

Responsibilities:

- To maintain and repair boards, ski's and associated equipment ensuring that they are operationally ready for training and competition.
- To maximize the number of Club members participating in board and ski Competitions.
- To manage the teams and members who attend competitions.
- Assist the Competition Manager to provide a board and ski Budget for approval by the general committee
- To report to and assist the Club competition Coordinator

Roles

- Report to Competition Coordinator

Boat Captain

Objectives:

- To provide an opportunity for members to successfully participate in LSV and SLSA surf boat competitions.

Responsibilities:

- To maintain and repair surf boats, trailers and associated equipment ensuring that they are operationally ready for training and competition.
- To maximize the number of Club members participating in boat Competitions.
- To manage the teams and members who attend competitions.
- Assist the Competition Manager to provide a Boat Competition Budget for approval by the general committee
- To report to and assist the Club competition Coordinator

Roles

- Report to Competition Coordinator

Bar Manager

Objectives:

- To provide an efficient and serviceable bar service to patrons
- To manage and control the operations of the Bar.

Responsibilities:

- Report to and assists the function centre manager in their role.
- Liaise with members for staff requirements at each function.
- Liaise with clients holding functions - type of function. i.e; wedding, birthday, etc start and finish times, Bar requirements etc
- Brief bar and other staff prior to function on what is needed at function i.e. tab, house rules, cleaning etc

- After function check, clean and polish glasses and equipment.
- Collect table cloths and send to dry cleaner.
- Collect wash and fold all bar tops and tea towels.
- Collect and Count money and provide to treasurer.
- Prepare function account i.e. bar staff hours, table cloths etc

Roles

- Member of House Committee

Assistant Bar Manager

Objectives:

- To assist the Bar Manager in providing an efficient and serviceable bar service to patrons

Responsibilities:

- Report to and assists the Functions Manager and Bar Manager.
- To assist the Functions and Bar Managers in their roles and responsibilities. (see Functions and Bar Manager responsibilities)

Roles

- Report to Bar Manager

Power boat vice Captain

Objectives:

- To assist the Power boat manager manage the operations and maintenance of all club power craft.

Responsibilities:

- To assist the Power Boat manager in all the Club power boat roles and responsibilities. (see Power boat manager responsibilities)

Roles

- Report to Power Boat Captain

Assistant Buildings Coordinator

Objectives:

- To help coordinate the construction, maintenance and improvements of the PCSLSC buildings and surrounds with the Buildings Coordinator. (Club rooms, Function centre and the Hostel)

Responsibilities:

- Help provide a Buildings Budget for approval by the general committee.
- Help provide and coordinate services for building maintenance, equipment and construction

Roles

- Report to Buildings Coordinator

Public Officer

Objectives:

- To fulfil the statutory obligations required by Consumer Affairs Victoria of an incorporated association.

Responsibilities:

- Be responsible for the legal requirements of a Public Officer.
- Lodge an Annual Statement by with the Registrar within one month after the annual general meeting.
- Notify the Registrar of a change of Public Officer or change of Public Officer's address
- To assist the Secretary in all roles and responsibilities of the public officer. (see Secretary responsibilities)

Roles

- Report to Secretary

Function Centre coordinator

Objectives:

Responsibilities:

Roles

- Member of House Committee

Sub Committees

Finance Committee

Membership

- Vice President (Chair)
- Treasurer
- President

Objectives:

- To ensure that appropriate financial support is provided to the Treasurer, General Committee and Sub Committees.

- To ensure that the financial processes work efficiently throughout the Club.

Responsibilities:

- The clubs vice president to chair these meetings with the Treasurer providing the reporting to this committee and to the clubs committee.
- To ensure that the clubs committee and sub committees have enough cash funds to operate their specific functions.
- Monitor the club debtor, creditor and accounting systems.
- Present a report to all Committee meetings via the Treasurer detailing the clubs monthly income and expenses (inc details of invoices), income statement, cash flow statement and balance sheet.
- Coordinate in conjunction with the treasurer a consolidated budget for the forthcoming season to the General Committee, to be ratified and approved at the July committee meeting.
- Monitor, review and report the auditors' process with the financial accounts and auditors report.
- Monitor and review the Clubs audited financial statements.
- The financial statement shall contain
 - The income and expenditure during the last financial year
 - The assets and liabilities at the end of the last financial year (balance sheet)
 - Any mortgages, charges and securities affecting any of the property at the end of the last financial year
 - The financial statements of each trust of which the club was trustee during the whole or part of the last financial year.
 - This financial statement must give a true and fair view of the financial position of the incorporated association during and at the end of its last financial year.
- Monitor and review the Asset Register of Club Assets

Nipper Committee

Membership

- Junior Coordinator (Chair)
- 5 club members

Objectives:

- To provide the wellbeing and development of surf life saving skills for our Nipper junior life savers.

Responsibilities:

- Reports to and assists the Junior Coordinator.
- To provide a Nipper program that runs effectively over the summer period and that all of the Nippers have an enjoyable and informative summer program.
- To coordinate with the Nippers in fundraising to raise monies for junior activities.
- To ensure that the Nipper program is structured to develop surf life saving and personal skills.
- Elect the Junior Committee Coordinator and other committee roles.

Cadet Committee

Membership

- Junior Coordinator (Chair)
- Cadet Coordinator
- 3 club members

Objectives:

- To provide the wellbeing and development of surf life saving skills for our Cadet junior life savers

Responsibilities:

- Reports to and assists the Junior Coordinator
- To ensure that the Cadet program runs effectively over the summer period and that all of the cadets have an enjoyable and informative summer program.
- To coordinate with the cadets in fundraising to raise monies for the cadet camp held in early February of each year.
- To ensure that the Cadet program is structured to develop surf life saving skills and personal skills.

House Committee

Membership

- House Coordinator (Chair)
- Function Centre coordinator
- Bar Manager
- 3 club members

Objectives:

- To provide and coordinate the Management, Marketing and Operations of the Function centre and the Hostel.

Responsibilities:

- House Coordinator to provide written report to general committee meeting.
- Provide a Business plan to promote marketing of the Function centre and Hostel.
- Provide a House committee Budget for approval by the general committee
- To inform the Building coordinator of any maintenance and improvement requirements of the function centre and Hostel.

- Elect the House Committee Coordinator and other committee roles.

Sponsorship Committee

Membership

- Sponsorship Coordinator (Chair)
- 3 club members

Objectives:

- To maximize the number of sponsors supporting the Club and to maximize revenue from the sponsorship base.
- To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis.
- To make application for grants and funding programs that fit within the clubs objectives.

Responsibilities:

- To help Coordinate with the sponsorship manager all sponsorship and grants for all areas of the club.
- Help provide a Sponsorship Budget for approval by the general committee
- Help to ensure that all existing major sponsors are contacted prior to season commencement.
- Help to ensure all sponsorship agreements are honoured.
- Help maintain contact with all corporate sponsors throughout the season.
- Help coordinate sponsors functions.
- Help to ensure sponsors signage is in place and all other aspects of sponsorship packages are in place.
- Elect the Sponsorship Committee Coordinator and other committee roles

Social Committee

Membership

- Social Coordinator (Chair)
- 3 club members

Objectives:

- To establish a broad social calendar for the season.
- To provide appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.

Responsibilities:

- To help coordinate with the Social manager for all social functions for all areas of the club.
- Help prepare a social calendar of social events that will attract the widest involvement from all members of the Club.
- Help provide a Social Budget for approval by the general committee
- Help to ensure that all Social events are at least cost neutral.
- Elect the Social Committee Coordinator and other committee roles