

## COPACABANA SLSC COMMITTEE POSITIONS 2018/2019

### EXECUTIVE COMMITTEE

Position	Reports to	Responsibilities and Duties	Knowledge and Skills Required
<b>President</b>		<ul style="list-style-type: none"> <li>Act as principle leader with overall responsibility for club's administrations;</li> </ul>	<ul style="list-style-type: none"> <li>Good communicator</li> </ul>
		<ul style="list-style-type: none"> <li>Represent the surf club appropriately at local, regional and state levels</li> </ul>	<ul style="list-style-type: none"> <li>Good facilitator of organisations plans and activities;</li> </ul>
		<ul style="list-style-type: none"> <li>Act as a facilitator for club activities;</li> </ul>	<ul style="list-style-type: none"> <li>Good working knowledge of club constitution, rules and duties of all office holders</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure planning and budgeting is completed;</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of SLSCC governance requirements</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure all rules and regulations of the club are upheld</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a policy of loyalty to the surf club and its activities whilst maintaining confidentiality and respect to its members</li> </ul>
		<ul style="list-style-type: none"> <li>Engage sponsors and supporters</li> </ul>	<ul style="list-style-type: none"> <li>Supportive of all members</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure robust financial governance standards are maintained;</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of and ensure clubs works within OLGR best practice guidelines</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure club activities are carried out within the laws of NSW and in accordance with SLSCC SOP's</li> </ul>	<ul style="list-style-type: none"> <li>Active member.</li> </ul>
<b>President (Vice)</b>	<b>President</b>	<ul style="list-style-type: none"> <li>Fulfil function of President in their absence;</li> </ul>	<ul style="list-style-type: none"> <li>Good communicator;</li> </ul>
		<ul style="list-style-type: none"> <li>Represent the surf club appropriately at local, regional and state levels;</li> </ul>	<ul style="list-style-type: none"> <li>Good facilitator of organisations plans and activities;</li> </ul>
		<ul style="list-style-type: none"> <li>Chair club disciplinary panel;</li> </ul>	<ul style="list-style-type: none"> <li>Good working knowledge of club constitution, rules and duties of all office holders;</li> </ul>
		<ul style="list-style-type: none"> <li>Support responsible planning and budgeting ensuring robust financial governance standards are maintained;</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of SLSCC governance requirements;</li> </ul>

<b>President (Vice) contd</b>	<b>President</b>	<ul style="list-style-type: none"> <li>• Ensure all rules and regulations of the club are upheld;</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a policy of loyalty to the surf club and its activities whilst maintaining confidentiality and respect to its members</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure club activities are carried out within the laws of NSW and in accordance with SLSCC SOP's</li> </ul>	<ul style="list-style-type: none"> <li>• Supportive of all members;</li> </ul>
			<ul style="list-style-type: none"> <li>• Good knowledge of and ensure clubs works within OLGR best practice guidelines</li> </ul>
			<ul style="list-style-type: none"> <li>• Active member.</li> </ul>
<b>Director of Administration</b>	<b>President</b>	<ul style="list-style-type: none"> <li>• Arranges club executive meetings in consultation with the Chair Person and advises members</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication skills;</li> </ul>
<b>DOA</b>		<ul style="list-style-type: none"> <li>• Collects and collates reports from office bearers;</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to delegate;</li> </ul>
		<ul style="list-style-type: none"> <li>• Calls for and receives nominations for committees and other positions for club AGM</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent working knowledge of club constitution;</li> </ul>
		<ul style="list-style-type: none"> <li>• Receive, record, read and reply to all club correspondence;</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of marketing practices;</li> </ul>
		<ul style="list-style-type: none"> <li>• Takes minutes and maintains club records;</li> </ul>	<ul style="list-style-type: none"> <li>• Associate member (minimum).</li> </ul>
		<ul style="list-style-type: none"> <li>• Provides regular correspondence in preparation for monthly meetings;</li> </ul>	<ul style="list-style-type: none"> <li>• Well organised;</li> </ul>
		<ul style="list-style-type: none"> <li>• Collate and arrange printing of annual report;</li> </ul>	<ul style="list-style-type: none"> <li>• Good business sense;</li> </ul>
		<ul style="list-style-type: none"> <li>• Maintain files including legal documents, constitutions, leases and titles;</li> </ul>	
		<ul style="list-style-type: none"> <li>• Act as public officer for the club;</li> </ul>	
		<ul style="list-style-type: none"> <li>• General administrative duties to include distribution of minutes.</li> </ul>	
<b>Director of Finance</b>	<b>President</b>	<ul style="list-style-type: none"> <li>• Is Chief Financial Officer for the Surf Club;</li> </ul>	<ul style="list-style-type: none"> <li>• Prior bookkeeping knowledge (essential)</li> </ul>
<b>DOF</b>		<ul style="list-style-type: none"> <li>• Holds the executive committee to account in all financial matters;</li> </ul>	<ul style="list-style-type: none"> <li>• Prior experience in preparation of bank reconciliations (essential)</li> </ul>
		<ul style="list-style-type: none"> <li>• Produces relevant and timely financial reports to each executive committee meeting including reconciliation and P/L statements;</li> </ul>	<ul style="list-style-type: none"> <li>• Prior experience in preparation of balance sheets and P/L statements (essential);</li> </ul>
		<ul style="list-style-type: none"> <li>• Maintain oversight of club expenditure and is final approval for all payments;</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient if MYOB and Excel (desirable);</li> </ul>

<b>Director of Finance contd</b>	<b>President</b>	<ul style="list-style-type: none"> <li>• Maintains accurate accounting records;</li> </ul>	<ul style="list-style-type: none"> <li>• Understands PO, payment requisitions and two stage approval process</li> </ul>
<b>DOF</b>		<ul style="list-style-type: none"> <li>• Ensures surf club books are audited in preparation for AGM;</li> </ul>	<ul style="list-style-type: none"> <li>• Capable of maintaining fiscal discipline across the club;</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensures statutory returns and reports are provided (ATO);</li> </ul>	<ul style="list-style-type: none"> <li>• Time management skills;</li> </ul>
		<ul style="list-style-type: none"> <li>• Liaise with DoA to ensure the club remains compliant with all lawful obligations</li> </ul>	<ul style="list-style-type: none"> <li>• Well organised and able to work unsupervised and be well motivated;</li> </ul>
		<ul style="list-style-type: none"> <li>• Monitors and maintains insurance policies for the club</li> </ul>	<ul style="list-style-type: none"> <li>• Associate member (minimum).</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensures bills and invoices are paid by due date</li> </ul>	
<b>Director of Member Services</b>	<b>President</b>	<ul style="list-style-type: none"> <li>• Manage programs, policies and resources relating to members services;</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communications skills;</li> </ul>
<b>DOM</b>		<ul style="list-style-type: none"> <li>• Develop and maintain youth development programs;</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent knowledge of SLSNSW and SLSCC activities;</li> </ul>
		<ul style="list-style-type: none"> <li>• Develop and maintain recruitment and retention programs;</li> </ul>	<ul style="list-style-type: none"> <li>• Motivational and leadership capabilities;</li> </ul>
		<ul style="list-style-type: none"> <li>• Coordinate the member protection officer;</li> </ul>	<ul style="list-style-type: none"> <li>• Good working knowledge of the constitution, rules and the duties of all office holders;</li> </ul>
		<ul style="list-style-type: none"> <li>• Liaise with support officers to monitor member services programs;</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive supporter for all members;</li> </ul>
		<ul style="list-style-type: none"> <li>• Provide timely reports to the executive committee.</li> </ul>	<ul style="list-style-type: none"> <li>• High level of life saving experience.</li> </ul>
			<ul style="list-style-type: none"> <li>• Active member</li> </ul>
<b>Director of Lifesaving (Club Captain)</b>	<b>President</b>	<ul style="list-style-type: none"> <li>• Fulfil role of club captain administering and organising patrols and rosters</li> </ul>	<ul style="list-style-type: none"> <li>• Holder of SM beach management (essential)</li> </ul>
<b>DOLS</b>		<ul style="list-style-type: none"> <li>• Ensure club adherence to the requirements of the LSA and SOP's (QA);</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent knowledge and understanding of club culture and LS operations;</li> </ul>
		<ul style="list-style-type: none"> <li>• Manage service delivery and issue resolution;</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to organise and delegate tasks;</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure the club is in the best position to commence each new season;</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited trainer;</li> </ul>
		<ul style="list-style-type: none"> <li>• Responsible for the conduct of club members;</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of emergency response management;</li> </ul>

<b>Director of Lifesaving (Club Captain)</b> <i>contd</i>	<b>President</b>	<ul style="list-style-type: none"> <li>• Oversee the IRB Captain and Gear Steward to ensure life saving gear is maintained to the highest standard</li> </ul>	<ul style="list-style-type: none"> <li>• Active member.</li> </ul>
<b>DOLS</b>		<ul style="list-style-type: none"> <li>• Provide regular communication;</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of risk management practices;</li> </ul>
		<ul style="list-style-type: none"> <li>• Manage patrol efficiency;</li> </ul>	
		<ul style="list-style-type: none"> <li>• Keep a record of patrolling members up to date in Surfguard;</li> </ul>	
		<ul style="list-style-type: none"> <li>• Collaborate with the DoE (CTO) to ensure LS awards are kept up to date and members remain proficient</li> </ul>	
		<ul style="list-style-type: none"> <li>• Manage life saving equipment grant in consultation with the executive committee</li> </ul>	
<b>Director of Surf Sports</b>	<b>President</b>	<ul style="list-style-type: none"> <li>• Ensure implementation of policies pertaining to surf sports;</li> </ul>	<ul style="list-style-type: none"> <li>• Holder of BM (essential)</li> </ul>
<b>DOSS</b>		<ul style="list-style-type: none"> <li>• Oversight of all club surf sports activities;</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of surf sports manual;</li> </ul>
		<ul style="list-style-type: none"> <li>• Coordinate JAC, Senior and masters team managers;</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of coach and official accreditation requirements;</li> </ul>
		<ul style="list-style-type: none"> <li>• Club representative at branch meetings;</li> </ul>	<ul style="list-style-type: none"> <li>• Good communications skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Coordinate activities for carnivals and events when host club;</li> </ul>	<ul style="list-style-type: none"> <li>• Active member</li> </ul>
		<ul style="list-style-type: none"> <li>• Liaise with DoLS and DoE when coordinating carnivals and events when host club;</li> </ul>	
		<ul style="list-style-type: none"> <li>• Oversight of junior water safety program in partnership with DoLS.</li> </ul>	
<b>Director of Education</b>	<b>President</b>	<ul style="list-style-type: none"> <li>• Act as club Chief Training Officer (CTO);</li> </ul>	<ul style="list-style-type: none"> <li>• Holder of BM (essential);</li> </ul>
<b>DOE</b>		<ul style="list-style-type: none"> <li>• Lead club's trainers and assessors to develop club members to be able to meet operational requirements;</li> </ul>	<ul style="list-style-type: none"> <li>• SLS Training Officer Certificate;</li> </ul>
		<ul style="list-style-type: none"> <li>• Coordinate and oversee all club training;</li> </ul>	<ul style="list-style-type: none"> <li>• RTO, Educational Institute qualified (Cert IV TAE);</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure club training is delivered according to LSA and SOP's;</li> </ul>	<ul style="list-style-type: none"> <li>• Assessor of units of competency;</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure all trainers remain accredited;</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive supporter for all members;</li> </ul>
		<ul style="list-style-type: none"> <li>• Liaise with DoLS to ensure all requalification of awards and certificates are maintained</li> </ul>	<ul style="list-style-type: none"> <li>• High level of life saving experience;</li> </ul>
		<ul style="list-style-type: none"> <li>• Develop and deliver training solutions;</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to organise and delegate tasks;</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure all competencies are maintained within Surfguard.</li> </ul>	<ul style="list-style-type: none"> <li>• Active member.</li> </ul>

			<ul style="list-style-type: none"> <li>• Understanding of risk management practices;</li> </ul>
<b>Committee Member</b>	<b>President</b>	<ul style="list-style-type: none"> <li>• Actively contribute to achieve the aims of the club in accordance with the constitution;</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communication skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure adherence to the culture of surf lifesaving through club, branch and state activities</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work collaboratively</li> </ul>
			<ul style="list-style-type: none"> <li>• Associate member (minimum)</li> </ul>
<b>Committee Member</b>	<b>President</b>	<ul style="list-style-type: none"> <li>• Actively contribute to achieve the aims of the club in accordance with the constitution</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communication skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure adherence to the culture of surf lifesaving through club, branch and state activities</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work collaboratively</li> </ul>
			<ul style="list-style-type: none"> <li>• Associate member (minimum)</li> </ul>
<b>EXTENDED COMMITTEE</b>			
<b>LIFE SAVING</b>			
<b>Club Captain (Vice)</b>	<b>DOLS</b>	<ul style="list-style-type: none"> <li>• Develop skills/attributes and understanding of the Club Captain role (succession planning)</li> </ul>	<ul style="list-style-type: none"> <li>• SLSA Bronze Medallion</li> </ul>
		<ul style="list-style-type: none"> <li>• Assist and support the Club Captain (as delegated too)</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of Club culture and operations</li> </ul>
		Examples:	<ul style="list-style-type: none"> <li>• Ability to organise and delegate tasks</li> </ul>
		<ul style="list-style-type: none"> <li>• Oversee the Gear Steward in relation to all lifesaving equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient computer skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Roster development and administration</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of Work Health &amp; Safety policy</li> </ul>
		<ul style="list-style-type: none"> <li>• Communicate with patrol defaulters to maintain efficiency of patrols</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain confidentiality on relevant matters</li> </ul>
		<ul style="list-style-type: none"> <li>• Exercise Club Captains role in the absence of Club Captain</li> </ul>	<ul style="list-style-type: none"> <li>• Can communicate effectively and possess good interpersonal skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Submit regular reports to the Club Captain</li> </ul>	<ul style="list-style-type: none"> <li>• Positive and enthusiastic</li> </ul>
<b>Club Captain (Juniors)</b>	<b>DOLS</b>		

<b>Patrol Captain</b>	<b>DOLS</b>	<ul style="list-style-type: none"> <li>• Good awareness and understanding of SLSNSW Lifesaving Standard Operation Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Bronze Medallion</li> </ul>
		<ul style="list-style-type: none"> <li>• Operate and manage the lifesaving capability and response as per the Patrol Operations Manual</li> </ul>	<ul style="list-style-type: none"> <li>• Silver Medallion Beach Management</li> </ul>
		<ul style="list-style-type: none"> <li>• To ensure that identified high risk areas along their beach are appropriately managed in a proactive capacity</li> </ul>	<ul style="list-style-type: none"> <li>• SLSA awards (ARTC, AFA, IRB, Spinal Management) - desirable</li> </ul>
		<ul style="list-style-type: none"> <li>• In the event of an incident, command available resources and update SurfCom</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and decision making qualities</li> </ul>
		<ul style="list-style-type: none"> <li>• Arrange with the Duty Officer for suitable de-briefings and/or CISD for Club members when required</li> </ul>	<ul style="list-style-type: none"> <li>• Sound communication skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Take immediate steps to report any serious breach of Surf Life Saving policies and/or patrol deficiencies to the Club Captain</li> </ul>	<ul style="list-style-type: none"> <li>• Professionalism</li> </ul>
		<ul style="list-style-type: none"> <li>• Liaise with the previous Patrol Captain/Lifeguard to identify any issues or hazards present</li> </ul>	<ul style="list-style-type: none"> <li>• Customer orientated manner</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure all Lifesaving equipment is checked for functionality and safety before duty</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to multi-task</li> </ul>
		<ul style="list-style-type: none"> <li>• Assess surf conditions/risk levels and select the safest area of beach to determine the flagged location</li> </ul>	<ul style="list-style-type: none"> <li>• Ability of work under pressure</li> </ul>
		<ul style="list-style-type: none"> <li>• Dependant on conditions, the Patrol Captain shall be responsible for the opening and closing of flagged areas and/or beaches</li> </ul>	
		<ul style="list-style-type: none"> <li>• Allocate responsibilities to patrol members</li> </ul>	
		Designate suitable areas for surfboard riders and/or boogie board riders	
		<ul style="list-style-type: none"> <li>• Ensure a proper buffer zone exists between the surf craft area and the swimming area</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure that all patrol members take a pro-active approach to lifesaving</li> </ul>	
		<ul style="list-style-type: none"> <li>• Co-ordinate any search and rescue situation that may occur</li> </ul>	
		<ul style="list-style-type: none"> <li>• Be aware of and abide by the Local Government Act</li> </ul>	

<b>Patrol Captain contd</b>	<b>DOLS</b>	<ul style="list-style-type: none"> <li>• Ensure the correct recording of information in log books, report forms etc</li> </ul>	
		<ul style="list-style-type: none"> <li>• Have with them a radio (hand held) at all times during patrol</li> </ul>	
		<ul style="list-style-type: none"> <li>• Public interface for general enquiries or media as approved by Club Captain</li> </ul>	
<b>Chief Instructor</b>	<b>DOLS</b>		
<b>IRB Captain</b>	<b>DOLS</b>	<ul style="list-style-type: none"> <li>• Coordinate pre-season servicing of all powercraft in preparation for annual gear and equipment inspections</li> </ul>	<ul style="list-style-type: none"> <li>• SLSA Bronze Medallion</li> </ul>
		<ul style="list-style-type: none"> <li>• Ongoing coordination of servicing/repair of powercraft</li> </ul>	<ul style="list-style-type: none"> <li>• SLSA Silver Medallion IRB Driver Award</li> </ul>
		<ul style="list-style-type: none"> <li>• Administration of fuelling systems/processes</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive communication and planning</li> </ul>
		<ul style="list-style-type: none"> <li>• Administration of defective equipment/fault reporting and resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of Work Health &amp; Safety policy</li> </ul>
		<ul style="list-style-type: none"> <li>• Support and promote powercraft training in consultation with Chief Training Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively and has good interpersonal skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Recommend purchases and asset management decisions to Club Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly, positive and enthusiastic</li> </ul>
		<ul style="list-style-type: none"> <li>• Responsible for housing/storage of powercraft</li> </ul>	<ul style="list-style-type: none"> <li>• Well-organised</li> </ul>
<b>IRB Captain</b>	<b>DOLS</b>	<ul style="list-style-type: none"> <li>• Ensure adherence of all powercraft to SOP (including complementary equipment)</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain confidentiality on relevant matters</li> </ul>
		<ul style="list-style-type: none"> <li>• Provide regular communication to Patrol Captain's and members</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and interest in mechanics</li> </ul>
		<ul style="list-style-type: none"> <li>• Submit reports to the Club Executive Committee – via Club Captain</li> </ul>	
		<ul style="list-style-type: none"> <li>• Promote and support the powercraft code of conduct</li> </ul>	
<b>Gear Officer</b>	<b>DOLS</b>	<ul style="list-style-type: none"> <li>• Coordinate the correct assembly of gear and equipment for competition</li> </ul>	<ul style="list-style-type: none"> <li>• Occupational Health and Safety</li> </ul>
		<ul style="list-style-type: none"> <li>• Supervise the workforce involved in assisting with gear and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Coordinate the maintenance and repair of gear and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to cope under stressful situations and meet deadlines</li> </ul>
		<ul style="list-style-type: none"> <li>• Responsible for the security and return of all gear and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Surf Sports Manual and course set-up and layout</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintain a record of gear and equipment issued to relevant sections</li> </ul>	
		<ul style="list-style-type: none"> <li>• Supervise the relocation of gear and equipment to alternative venues</li> </ul>	
<b>Gear Officer contd</b>	<b>DOLS</b>	<ul style="list-style-type: none"> <li>• Report to the Referee any loss or damage of gear and equipment during the competition</li> </ul>	
		<ul style="list-style-type: none"> <li>• At the conclusion of the competition ensure all gear and equipment is accounted for, cleaned and properly stored</li> </ul>	
		<ul style="list-style-type: none"> <li>• Provide a report including recommendations to the Referee or relevant SLSNSW authority on the conduct of the gear and equipment area</li> </ul>	
		<ul style="list-style-type: none"> <li>• Conduct an audit of gear and equipment for end of financial year/asset register</li> </ul>	
		<ul style="list-style-type: none"> <li>• Purchase of repair, replacement of new gear under the direction of the Director, Surf Sports or relevant SLSNSW authority</li> </ul>	
<b>Radio Officer</b>	<b>DOLS</b>	<ul style="list-style-type: none"> <li>• Pre-season servicing/programming check of all radios in preparation for annual gear and equipment inspection</li> </ul>	<ul style="list-style-type: none"> <li>• SLSA Radio Operators Certificate</li> </ul>
		<ul style="list-style-type: none"> <li>• Ongoing coordination of radio servicing/repair in accordance with SOP LS 7</li> </ul>	<ul style="list-style-type: none"> <li>• Active patrol experience</li> </ul>
		<ul style="list-style-type: none"> <li>• Manage adherence to programming requirements and radio best practice</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness and understanding of SOPs (radio related)</li> </ul>
		<ul style="list-style-type: none"> <li>• Recommend the purchase and replacement of Club radios and radio bags to Club Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively and have good interpersonal skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Support and promote radio procedure information and training (in consultation with the Chief Training Officer)</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly, positive and enthusiastic</li> </ul>
		<ul style="list-style-type: none"> <li>• Provide regular communication to Patrol Captain's and members direct and in Clubs newsletters</li> </ul>	<ul style="list-style-type: none"> <li>• Well-organised</li> </ul>
		<ul style="list-style-type: none"> <li>• Submit reports to the Club Executive Committee via Club Captain</li> </ul>	
<b>First Aid Officer</b>	<b>DOLS</b>	<ul style="list-style-type: none"> <li>• Maintain a fully-stocked First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies) as per SOPs</li> </ul>	<ul style="list-style-type: none"> <li>• Nationally-recognised First Aid Certificate (current) e.g. Apply First Aid</li> </ul>



		<ul style="list-style-type: none"> <li>• Purchase and receive delivery of supplies when needed as approved</li> </ul>	<ul style="list-style-type: none"> <li>• Patrolling experience (preferred) or experience in similar emergency care or health services environment</li> </ul>
		<ul style="list-style-type: none"> <li>• Monitor adherence to cleaning and hygiene requirements of First Aid Room</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive communication and planning</li> </ul>
<b>First Aid Officer contd</b>	<b>DOLS</b>	<ul style="list-style-type: none"> <li>• Monitor equipment quality and expiry details of supplies (i.e. AED Pads)</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of Work Health &amp; Safety policy</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure training manikins are in good working order + have suitable hygiene supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain confidentiality on relevant matters</li> </ul>
		<ul style="list-style-type: none"> <li>• Provide regular communication to Patrol Captain's</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively and possess good interpersonal skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Promote and support first aid training in consultation with Chief Training Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly, positive and enthusiastic</li> </ul>
		<ul style="list-style-type: none"> <li>• Submit reports to the Club Executive Committee via Club Captain</li> </ul>	<ul style="list-style-type: none"> <li>• Well-organised</li> </ul>
		<ul style="list-style-type: none"> <li>• Prepare first aid equipment and room for annual gear and equipment inspection</li> </ul>	
<b>FINANCE</b>			
<b>Sponsorship &amp; Grants</b>	<b>DOF</b>		
<b>Surf Club Hire</b>	<b>DOF</b>	<ul style="list-style-type: none"> <li>• Engage with interested parties to hire the club hall facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Good communicator</li> </ul>
		<ul style="list-style-type: none"> <li>• Respond to all enquiries</li> </ul>	<ul style="list-style-type: none"> <li>• Competent computer skills</li> </ul>
		<ul style="list-style-type: none"> <li>• provide contracts for hirees</li> </ul>	<ul style="list-style-type: none"> <li>• Possess good interpersonal skills</li> </ul>
		<ul style="list-style-type: none"> <li>• liaise with committee re hire opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly and approachable</li> </ul>
		<ul style="list-style-type: none"> <li>• conduct exit inspections</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly, positive and enthusiastic</li> </ul>
<b>Uniform Manager</b>	<b>DOF</b>	<ul style="list-style-type: none"> <li>• Ensure all uniforms are available for purchase</li> </ul>	<ul style="list-style-type: none"> <li>• competent computer skills</li> </ul>
		<ul style="list-style-type: none"> <li>• work with club committee to provide feedback on uniform stocks, design, requests from members</li> </ul>	<ul style="list-style-type: none"> <li>• Good communicator</li> </ul>
<b>Bar Manager</b>	<b>DOF</b>	<ul style="list-style-type: none"> <li>• Provide a comprehensive stock for purchase</li> </ul>	<ul style="list-style-type: none"> <li>• Must have RSA</li> </ul>

		• Purchase stock when required	• Well organised
		• Organise rosters for events, functions for paid and volunteers events	• Good communication skills
		• Recognise opportunities to expand profitability and discuss with committee	• Friendly, positive and enthusiastic
<b>Kitchen Manager</b>	<b>DOF</b>		
<b>Social Activities Coordinator (SAC)</b>	<b>DOF</b>		
<b>Assistant to SAC</b>	<b>DOF</b>		

### ADMINISTRATION

<b>Assistant to DOA</b>	<b>DOA</b>	• Assist the DOA with any follow up from meetings	
<b>Registrar</b>	<b>DOA</b>	• Enter all members details into Surf Guard and maintain membership details	• competent computer skills
		• Ensure all members information is updated	• Good communicator
		• provide details for online registration	• good understanding of Surf Guard
<b>Publicity Officer</b>	<b>DOA</b>	• Assist DOA with communications	• Excellent communication skills
		• Provide monthly newsletter for the club	• Good Communicator
		• Provide a bi-monthly report for the CCA newsletter	• Capable of using social media
		• Ensure website is updated with current information for members	
		• Update Social media pages	

### JUNIOR DEVELOPMENT

<b>Rookie Co-ordinator</b>	<b>DOMS</b>	<ul style="list-style-type: none"> <li>• Develop the hands on surf lifesaving skills of young members</li> </ul>	<ul style="list-style-type: none"> <li>• Work with DOLS to provide a patrol buddy for each rookie</li> </ul>
		<ul style="list-style-type: none"> <li>• Provide a transition and bridge the gap between the nipper and senior lifesaving ranks</li> </ul>	<ul style="list-style-type: none"> <li>• Competent computer skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Provide a structured career path in surf lifesaving</li> </ul>	<ul style="list-style-type: none"> <li>• Organised and able to delegate tasks</li> </ul>
		<ul style="list-style-type: none"> <li>• Develop strong ties between Senior and Junior Members as a result of involvement in this program</li> </ul>	<ul style="list-style-type: none"> <li>• Possess good communication and interpersonal skills</li> </ul>
<b>Rookie Co-ordinator contd</b>	<b>DOMS</b>	<ul style="list-style-type: none"> <li>• Club patrols will become more efficient as patrol members become involved with the development of juniors whilst on patrol.</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly and approachable</li> </ul>
		<ul style="list-style-type: none"> <li>• Understand the surf lifesaving philosophy</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of Member Protection and other State, Branch and Club policies</li> </ul>
		<ul style="list-style-type: none"> <li>• Encouragement to complete the Surf Rescue Certificate, and ability to gain the Bronze Medallion (Cert II Public Safety – Aquatic Rescue).</li> </ul>	<ul style="list-style-type: none"> <li>• Have a completed WWCC, if not exempt.</li> </ul>
		<ul style="list-style-type: none"> <li>• Have fun!</li> </ul>	
<b>Youth Development Officer</b>	<b>DOMS</b>	<ul style="list-style-type: none"> <li>• Coordinate all youth related applications for programs within the Club</li> </ul>	<ul style="list-style-type: none"> <li>• Competent computer skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Act as primary contact for all youth related matters within the Club</li> </ul>	<ul style="list-style-type: none"> <li>• Organised and able to delegate tasks</li> </ul>
		<ul style="list-style-type: none"> <li>• Coordinate junior and U14-U17 year old activities</li> </ul>	<ul style="list-style-type: none"> <li>• Possess good communication and interpersonal skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Liaise with Club committee members and Club Youth</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly and approachable</li> </ul>
		<ul style="list-style-type: none"> <li>• Coordinate participants for National, State and Branch run leadership and other development programs</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of Member Protection and other State, Branch and Club policies</li> </ul>
		<ul style="list-style-type: none"> <li>• Organise the Club Junior Lifesaver of the Year award and any related applications for state and regional programs</li> </ul>	<ul style="list-style-type: none"> <li>• Have a completed WWCC, if not exempt.</li> </ul>
		<ul style="list-style-type: none"> <li>• Coordinate the Club Youth committee</li> </ul>	
		<ul style="list-style-type: none"> <li>• Club contact for all Youth and Branch members</li> </ul>	
		<ul style="list-style-type: none"> <li>• Club contact for Youth Development and Memberships SLSNSW and SLSA</li> </ul>	
<b>Age Managers</b>	<b>DOMS</b>	<ul style="list-style-type: none"> <li>• Ensure the safety and well-being of the group</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> </ul>

		<ul style="list-style-type: none"> <li>• Take responsibility for the education of a group</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly, positive and enthusiastic</li> </ul>
		<ul style="list-style-type: none"> <li>• Establish, coordinate and report all operational aspects relating to the age group</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of State, Branch and Club policy and procedure</li> </ul>
		<ul style="list-style-type: none"> <li>• Reference the Age Managers Course to educate junior lifesavers in surf lifesaving, surf awareness, personal, leadership and teamwork skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Plan creative, educational and fun lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake training and obtain the Age manager award,</li> </ul>
<b>Age Managers contd</b>	<b>DOMS</b>	<ul style="list-style-type: none"> <li>• Be a positive role model</li> </ul>	
		<ul style="list-style-type: none"> <li>• Be willing to further their knowledge of surf lifesaving</li> </ul>	
		<ul style="list-style-type: none"> <li>• Liaise with Youth Development Officer and Club Committee</li> </ul>	
		<ul style="list-style-type: none"> <li>• Complete Age Managers course</li> </ul>	
<b>Junior Activities Coordinator</b>	<b>DOMS</b>	<ul style="list-style-type: none"> <li>• Assist with the coordination of Youth Activities</li> </ul>	SLSA Bronze Medallion
		<ul style="list-style-type: none"> <li>• Identify issues and potential solutions to recommend to the Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>• SLSA Level 1 Official Course</li> </ul>
		<ul style="list-style-type: none"> <li>• Responsible for providing advice, direction and coordination for Age Managers</li> </ul>	<ul style="list-style-type: none"> <li>• SLSA Level 1 Coaching Course</li> </ul>
		<ul style="list-style-type: none"> <li>• Monitoring the implementation of new initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Identify situations that require Member Protection policy and procedure</li> </ul>
		<ul style="list-style-type: none"> <li>• To work with Management to set the agenda for each season's activities</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity to negotiate and resolve issues with a range of people</li> </ul>
		<ul style="list-style-type: none"> <li>• Chair the Age Managers meetings and regularly report to the Management Committee on the progress of the junior groups</li> </ul>	<ul style="list-style-type: none"> <li>• Good organisation and problem solving skills with the ability to delegate tasks</li> </ul>
		<ul style="list-style-type: none"> <li>• Work as required with the Training Officer, Coaching Coordinator, March Past, Surf and Beach Coaches, Water Safety Coordinator and the Membership Coordinator to ensure satisfactory outcomes for the Club</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal</li> </ul>
		<ul style="list-style-type: none"> <li>• Distribute relevant correspondence to the Age Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> </ul>
			<ul style="list-style-type: none"> <li>• Maintain confidentiality and discretion on relevant matters</li> </ul>
			<ul style="list-style-type: none"> <li>• Friendly, positive and enthusiastic</li> </ul>

		• Submit reports to the Surf Club committee	• Good time management
			• Have a completed WWCC, if not exempt
<b>SURF SPORTS</b>			
<b>Team Manager (Junior)</b>	<b>DOSS</b>	• Ensure competitors list is up to date and ensure they are aware of carnival dates, and procedures at interClub, Branch, State and National levels (including entry procedures and closing dates)	• Knowledge of all SLSA Rules and Regulations including Surf Sports Manual 34th Edition and any related bulletins and circulars
		• Facilitate entries for all events	• Ability to organise and delegate tasks
		• Arrange accommodation for competitors at relevant carnivals	• Communicate effectively and possess good interpersonal skills
		• Ensure any protests at carnivals are dealt with in an efficient and appropriate manner	
		• Ensure that any athletes under the age of 18 are chaperoned by their parents or a responsible adult who is willing to accept that role at events where an overnight stay occurs	
		• Ensure all travel arrangement details and accommodation of members on trips are detailed and appropriate transportation is organised where applicable	
		• Ensure all monies (i.e. membership, competition levy, accommodation etc) are paid in full by the required date	
		• Make sure all Club equipment (e.g. tents, reels, boards, skis etc) is transported to carnivals by start time	
		• Allocate responsibility of tent setup and dismantle	
<b>Team Manager (Seniors)</b>	<b>DOSS</b>	• Ensure competitors list is up to date and ensure they are aware of carnival dates, and procedures at interClub, Branch, State and National levels (including entry procedures and closing dates)	• Knowledge of all SLSA Rules and Regulations including Surf Sports Manual 34th Edition and any related bulletins and circulars
		• Facilitate entries for all events	• Ability to organise and delegate tasks

		<ul style="list-style-type: none"> <li>• Arrange accommodation for competitors at relevant carnivals</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively and possess good interpersonal skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure any protests at carnivals are dealt with in an efficient and appropriate manner</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure that any athletes under the age of 18 are chaperoned by their parents or a responsible adult who is willing to accept that role at events where an overnight stay occurs</li> </ul>	
<b>Team Manager (Seniors) contd</b>	<b>DOSS</b>	<ul style="list-style-type: none"> <li>• Ensure all travel arrangement details and accommodation of members on trips are detailed and appropriate transportation is organised where applicable</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure all monies (i.e. membership, competition levy, accommodation etc) are paid in full by the required date</li> </ul>	
		<ul style="list-style-type: none"> <li>• Make sure all Club equipment (e.g. tents, reels, boards, skis etc) is transported to carnivals by start time</li> </ul>	
		<ul style="list-style-type: none"> <li>• Allocate responsibility of tent setup and dismantle</li> </ul>	
<b>Team Manager (Masters)</b>	<b>DOSS</b>	<ul style="list-style-type: none"> <li>• Ensure competitors list is up to date and ensure they are aware of carnival dates, and procedures at interClub, Branch, State and National levels (including entry procedures and closing dates)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of all SLSA Rules and Regulations including Surf Sports Manual 34th Edition and any related bulletins and circulars</li> </ul>
		<ul style="list-style-type: none"> <li>• Facilitate entries for all events</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to organise and delegate tasks</li> </ul>
		<ul style="list-style-type: none"> <li>• Arrange accommodation for competitors at relevant carnivals</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively and possess good interpersonal skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure any protests at carnivals are dealt with in an efficient and appropriate manner</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure that any athletes under the age of 18 are chaperoned by their parents or a responsible adult who is willing to accept that role at events where an overnight stay occurs</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure all travel arrangement details and accommodation of members on trips are detailed and appropriate transportation is organised where applicable</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure all monies (i.e. membership, competition levy, accommodation etc) are paid in full by the required date</li> </ul>	

		<ul style="list-style-type: none"> <li>• Make sure all Club equipment (e.g. tents, reels, boards, skis etc) is transported to carnivals by start time</li> </ul>	
		<ul style="list-style-type: none"> <li>• Allocate responsibility of tent setup and dismantle</li> </ul>	
<b>Water Coach</b>	<b>DOSS</b>	<ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date contact details for coaches</li> </ul>	<ul style="list-style-type: none"> <li>• Surf Sports Manual</li> </ul>
		<ul style="list-style-type: none"> <li>• Convene with coaches at events</li> </ul>	<ul style="list-style-type: none"> <li>• Coach education requirements and Recognised Prior Learning process</li> </ul>
		<ul style="list-style-type: none"> <li>• Liaise with Director of Surf Sorts in regards to any arising issues for Coaches</li> </ul>	<ul style="list-style-type: none"> <li>• Coach level 1 and 2 course content</li> </ul>
		<ul style="list-style-type: none"> <li>• Provide relevant Surf Sports advice for coaches</li> </ul>	
		<ul style="list-style-type: none"> <li>• Review performance of representative coaches</li> </ul>	
		<ul style="list-style-type: none"> <li>• Liaise with appropriate personnel on training programs and talent identification</li> </ul>	
		<ul style="list-style-type: none"> <li>• Design training programs for athletes where relevant</li> </ul>	
		<ul style="list-style-type: none"> <li>• Assist in High Performance program</li> </ul>	
		<ul style="list-style-type: none"> <li>• Act as spokesperson on behalf of all coaches</li> </ul>	
		<ul style="list-style-type: none"> <li>• Oversee the reaccreditation process for Level 1 and 2 Coaches</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure the health and safety of coaches and athletes in competition and at carnivals</li> </ul>	
		<ul style="list-style-type: none"> <li>• Assist in delivering coaching development programs</li> </ul>	
		<ul style="list-style-type: none"> <li>• Identify Surf Sports Coaches pathways for future development</li> </ul>	
		<ul style="list-style-type: none"> <li>• Communicate with coaches regarding Surf Sports changes and updates</li> </ul>	
		<ul style="list-style-type: none"> <li>• Oversee the implementation of coaching courses across NSW</li> </ul>	
		<ul style="list-style-type: none"> <li>• Provide feedback on any changes that may be necessary for coaching courses</li> </ul>	
<b>Beach Coach</b>	<b>DOSS</b>	<ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date contact details for coaches</li> </ul>	<ul style="list-style-type: none"> <li>• Surf Sports Manual</li> </ul>

		<ul style="list-style-type: none"> <li>• Convene with coaches at events</li> </ul>	<ul style="list-style-type: none"> <li>• Coach education requirements and Recognised Prior Learning process</li> </ul>
		<ul style="list-style-type: none"> <li>• Liaise with Director of Surf Sorts in regards to any arising issues for Coaches</li> </ul>	<ul style="list-style-type: none"> <li>• Coach level 1 and 2 course content</li> </ul>
		<ul style="list-style-type: none"> <li>• Provide relevant Surf Sports advice for coaches</li> </ul>	
		<ul style="list-style-type: none"> <li>• Review performance of representative coaches</li> </ul>	
		<ul style="list-style-type: none"> <li>• Liaise with appropriate personnel on training programs and talent identification</li> </ul>	
		<ul style="list-style-type: none"> <li>• Design training programs for athletes where relevant</li> </ul>	
<b>Beach Coach contd</b>	<b>DOSS</b>	<ul style="list-style-type: none"> <li>• Assist in High Performance program</li> </ul>	
		<ul style="list-style-type: none"> <li>• Act as spokesperson on behalf of all coaches</li> </ul>	
		<ul style="list-style-type: none"> <li>• Oversee the reaccreditation process for Level 1 and 2 Coaches</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure the health and safety of coaches and athletes in competition and at carnivals</li> </ul>	
		<ul style="list-style-type: none"> <li>• Assist in delivering coaching development programs</li> </ul>	
		<ul style="list-style-type: none"> <li>• Identify Surf Sports Coaches pathways for future development</li> </ul>	
		<ul style="list-style-type: none"> <li>• Communicate with coaches regarding Surf Sports changes and updates</li> </ul>	
		<ul style="list-style-type: none"> <li>• Oversee the implementation of coaching courses across NSW</li> </ul>	
		<ul style="list-style-type: none"> <li>• Provide feedback on any changes that may be necessary for coaching courses</li> </ul>	
<b>R&amp;R, March Past Coach</b>	<b>DOSS</b>		
<b>Board &amp; Ski Captain</b>	<b>DOSS</b>		
<b>Work Health &amp; Safety Officer</b>	<b>DOSS</b>	<ul style="list-style-type: none"> <li>• Ensure the Surf Club Work Health and Safety &amp; Rehabilitation systems are up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate IV in Work Health and Safety (WH&amp;S)</li> </ul>
		<ul style="list-style-type: none"> <li>• Implement and oversee risk management procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working as a WH&amp;S Officer or similar role</li> </ul>
		<ul style="list-style-type: none"> <li>• Set up, implement and monitor injury reporting system</li> </ul>	



		<ul style="list-style-type: none"> <li>• Carry out investigations of Surf Club workplace incidents</li> </ul>	
		<ul style="list-style-type: none"> <li>• Set up, implement and monitor Work Health &amp; Safety education and training systems</li> </ul>	
		<ul style="list-style-type: none"> <li>• Implement systems to review workplace stress and critical incidents</li> </ul>	
		<ul style="list-style-type: none"> <li>• Implement rehabilitation and “Return to Surf Club Duties” procedures</li> </ul>	
		<ul style="list-style-type: none"> <li>• Please refer to SLSNSW Guidelines for Safer Surf Clubs for further procedures and details on how to implement this job description</li> </ul>	
<b>Grievance / Member Protection Officer (female)</b>	<b>DOSS</b>	<ul style="list-style-type: none"> <li>• Ensure the safety and welfare for Club members</li> </ul>	<ul style="list-style-type: none"> <li>• Possess good interpersonal and communication skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Assist in grievance and complaints resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Possess a good understanding of Club, State and National Surf Life Saving policies and Procedures</li> </ul>
		<ul style="list-style-type: none"> <li>• Act as an impartial body, offering a sounding board to bounce ideas off</li> </ul>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Identify options for resolution of conflicts and grievances</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake training for the role as provided by the state Government through the “Play by the Rules” web page.</li> </ul>
		<ul style="list-style-type: none"> <li>• Refer complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart</li> </ul>	
		<ul style="list-style-type: none"> <li>• Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies</li> </ul>	
		<ul style="list-style-type: none"> <li>• Liaise with members of the Club, President and other bodies</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure completion of Member protection Declaration forms by all members</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure that members who require a WWCC have them and they are cleared as per the guidelines from the Office of the Children's Guardian</li> </ul>	

<b>Grievance / Member Protection Officer (male)</b>	<b>DOSS</b>	<ul style="list-style-type: none"> <li>• Ensure the safety and welfare for Club members</li> </ul>	<ul style="list-style-type: none"> <li>• Possess good interpersonal and communication skills</li> </ul>
		<ul style="list-style-type: none"> <li>• Assist in grievance and complaints resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Possess a good understanding of Club, State and National Surf Life Saving policies and Procedures</li> </ul>
		<ul style="list-style-type: none"> <li>• Act as an impartial body, offering a sounding board to bounce ideas off</li> </ul>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> </ul>
<b>Grievance / Member Protection Officer (male)</b> <i>contd</i>	<b>DOSS</b>	<ul style="list-style-type: none"> <li>• Identify options for resolution of conflicts and grievances</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake training for the role as provided by the state Government through the “Play by the Rules” web page.</li> </ul>
		<ul style="list-style-type: none"> <li>• Refer complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart</li> </ul>	
		<ul style="list-style-type: none"> <li>• Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies</li> </ul>	
		<ul style="list-style-type: none"> <li>• Liaise with members of the Club, President and other bodies</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure completion of Member protection Declaration forms by all members</li> </ul>	
		<ul style="list-style-type: none"> <li>• Ensure that members who require a WWCC have them and they are cleared as per the guidelines from the Office of the Children's Guardian.</li> </ul>	
<b>Licensee</b>	<b>DOSS</b>	<ul style="list-style-type: none"> <li>• Must conduct the club in accordance to the Liquor and Gaming act</li> </ul>	