



President

President Role:

The club president is the principal leader of the club and has overall responsibility for the club's administration. They are responsible to club members and affiliated parent association/s.

Meetings required to attend:

- Board of Management meetings
- Executive Committee meetings
- Life Saving Victoria Council of Lifesaving Club (CLC) meetings
- Meetings with Bayside Council and other stakeholders
- Other meetings as required

Responsibilities:

1. The "face" of the club and represent the club at all relevant Presidents conferences and state and national meetings as required.
2. Overall responsibility for the club's administration.
3. Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
4. Responsible for chairing committee/ board meetings and executive committee meetings.
5. Responsible for calling all executive committee/ board meetings where necessary. 6.
- Liaising with all club officers on a regular basis.
7. Always abide by the Club's Constitution and Statement of Purpose/ Objects of the Association.
8. Responsible for sourcing legal and insurance services for the club, via Life Saving Victoria. 9.
- Submit a report for the annual report on area of management prior to the AGM.
10. Responsible for reviewing and implementing any directives/policies provided by LSV and its national body.
11. Responsible for the completion and submission of grant applications, in consultation with the committee/ board.
12. Responsible for reporting at each committee meeting on area of management and submitting a written report to the administration manager.
13. To be the signatory (with other nominated committee/Board members as required) on club bank accounts.
14. The President may also be the Club's Secretary (Public Officer).



Knowledge and Skills:

- Possesses high degree of leadership skills
- Should be well informed of all club and organisation activities ▪ Is aware of future direction and plans of members
- Has a good working knowledge of the constitution, rules and duties of all club office holders and sub-committees

The estimated time commitment required as the President is ten-twelve hours per week. The election is for a two-year term, election is in the years ending in an odd number.



Vice President

Vice President Role:

The Vice President shall assist the President in the discharge of his/her duties, and in the absence of the President shall have like powers and authority. They are responsible to associations and the Board of Management.

Meetings required to attend:

- Board of Management meetings
- Executive Committee Meetings

Responsibilities:

1. Designated to be 'second' in charge in overall club operation.
2. Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
3. Responsible for Chairing committee/ board meeting in the absence of the President (if required)
4. Responsible for reporting at each committee meeting on area of management and submitting a written report.
5. Abide by the Club's Constitution and Statement of Purpose/ Objects of the Association at all times.
6. Submit a report for the annual report on area of management prior to the AGM. 7. Take on portfolios as determined by the Board of Management.

Knowledge and skills required:

- Communicates effectively.
- Is aware of future direction and plans within lifesaving and alike.
- Has a good working knowledge of the constitution, rules and duties of all club office holders and sub committees.

The estimated time commitment required as the Vice President is five hours per week. The Vice for a two-year term, election is in the years ending in an even number.



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Administration Officer (Secretary)

Administration Officer Role:

The administration officer has overall responsibility for the club's administration services. They are responsible to associations and the Board of Management.

Meetings required to attend:

- Board of Management meetings
- Executive Committee meetings

Responsibilities and duties:

1. Responsible for coordinating all functions associated with the provision of administrative services.
2. Responsible for providing effective internal and external communication through committee/ board meetings, club newsletter weekly emails and other electronic means as determined by the committee/ board.
3. Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
4. Chairing committee/ board meeting in the absence of the President/ Vice President (if required).
5. Liaising with all club officers on a regular basis.
6. Abide by the Club's Constitution and Statement of Purpose/ Objects of the Association at all times.
7. Responsible for reporting at each committee meeting on area of management and submitting a written report.
8. Submit a report for the annual report on area of management prior to the AGM.
9. To be the signatory (with other nominated committee/ board members – as required) on club bank accounts.
10. Arrange the collection (weekly) and distribution to relevant committee/ board members the mail from the Club post box.
11. Accept the position of Public Officer / Secretary (where determined by the committee / board).

Knowledge and skills required:

- Communicates effectively
- Thinks clearly and positively
- Maintains confidentiality in all matters
- Manages and supervises others
- Organises and delegates tasks

The estimated time commitment required as the Administration Officer is eight hours per week. The is appointed for a two-year term, election is in the years ending in an even number.



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Finance Manager (Treasurer)

Finance Manager Role:

The treasurer/financial manager has the overall responsibility for the management and reporting of club finances. They are responsible to associations and the Board of Management.

Meetings required to attend:

- Board of Management meetings
- Executive Committee meetings

Responsibilities and duties:

1. To ensure money is received, banked and receipted appropriately.
2. Provide statements of receipts and expenditure for the month immediately preceding.
3. Maintain records of current income and expenditure.
4. Prepare and present regular accounts for approval and payment by the committee/ board of management.
5. Prepare budgets for the forthcoming year, in consultation with committee/ board of management.
6. Prepare annual financial accounts for auditing and provide the club's auditor with information as required.
7. Prepare annually an income and expenditure account for that financial year together with a balance sheet setting out the club's assets and liabilities, the foregoing statements to be presented to the members at the annual general meeting together with annual report.
8. To be the signatory (with other nominated committee/ board members) on club bank accounts.
9. Prepare a schedule of assets and liabilities of the club when required.

10. Responsible for collecting budgets from all other managers, prior to commencement of season, to enable treasurer/ financial manager to create a global budget for the club.
11. Manage club investment programs where applicable.
12. Manage tax returns and income tax payments for employees and the regular filing of business activity statements (including GST) with the relevant authorities as required by law.
13. Always Abide by the Club's Constitution and Statement of Purpose/Articles of Association.
14. Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
15. Liaising with all club officers on a regular basis.



Position of Public Officer / Secretary (where determined by the committee / board).

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Knowledge and skills required:

- Is able to keep good financial records
- Is able to work in a logical orderly manner
- Possesses knowledge of and/or awareness of state and federal tax legislative requirements
- Has an awareness of information and financial requirements for the annual audit
- Is able to allocate regular time periods to maintain the accounts and associated records

The estimated time commitment required as the Finance Manager six - eight hours per week, with an increase at annual financial reporting time. The Finance Manager is appointed for a two-year term, ending in an odd number.



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Lifesaving Operations Manager

Lifesaving Operations Manager Role:

The Lifesaving Operations Manager has overall responsibility for the club's lifesaving services. They are responsible to associations and the Board of Management.

Meetings required to attend:

- Board of Management meetings
- Executive Committee meetings
- Life Saving Victoria Life Saving Operations Council (LSOC) meetings

Responsibilities and duties:

1. Responsible for coordinating all functions associated with the provision of lifesaving services including the maintenance of efficient, quality patrols meeting the parent bodies (LSV) minimum requirements.
2. Responsible for reviewing and implementing any directives/policies provided by the parent body (LSV).
3. Responsible for communicating with local authorities on patrol operations.
4. Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
5. Chairing committee/ board meeting in the absence of the President / Vice President (if required).
6. Liaising with all club officers on a regular basis.
7. Always abide by the Club's Constitution and Statement of Purpose/ Objects of the Association.
8. Responsible for reporting at each committee meeting on area of management and submitting a written report.
9. Submit a report for the annual report on area of management prior to the AGM.
10. To be the signatory (with other nominated committee/Board members – as required) on club bank accounts.
11. Responsible for managing (where applicable) patrol manager, rescue equipment officer, first aid officer, radio officer and IRB officer. In clubs where these positions are unable to be filled, the lifesaving services manager will also be responsible for performing these roles.

Knowledge and skills required:

- Communicates effectively
- Has a full understanding of requirements for lifesaving services, include award structure
- Organises and delegates tasks
- Is able to allocate regular time periods to maintain continuity of service



It required as the lifesaving operations manager is eight - ten hours per week. The lifesaving services elected for a two-year term election is in the years ending in an even number.

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Membership Development Coordinator

Membership Development Coordinator Role:

The Membership Development Coordinator is responsible (in-conjunction with all area Managers) for the development of club members. They are responsible to the associations and the Board of Management.

Meetings to attend:

- Board of Management meetings
- Life Saving Victoria Membership and Leadership Development (M&LD) meetings

Responsibilities:

1. Responsible for the development and coordination of development programs and opportunities to assist with the retention and development of all club members.
2. Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
3. Responsible for Chairing committee/ board meeting in the absence of the President (if required).
4. Responsible for reporting at each committee meeting on area of management and submitting a written report.
5. Always abide by the Club's Constitution and Statement of Purpose/ Objects of the Association .
6. Submit a report for the annual report on area of management prior to the AGM. 7. Encourage all members to gain lifesaving skills and obtain further awards.
8. Accept the position of Public Officer / Secretary (where determined by the committee / Board).
9. Review and actively promote membership recruitment and retention programs (in conjunction with all area Managers).
10. Encourage / Seek out membership development and leadership programs for the club.

Knowledge and skills required:

- Communicates effectively
- Is aware of future direction and plans within lifesaving and alike.

The estimated time commitment required as the Membership Development Coordinator is eight - ten hours per week. The Membership Development Coordinator is appointed for a two-year term, election in an odd number.



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Chief Instructor

Chief Instructor Role:

As Chief Instructor has overall responsibility for the club's development of training services. They are responsible to associations and the Board of Management.

Meetings to attend:

- Board of Management meetings

- Life Saving Victoria Life Saving Operations Council (LSOC) – in the absence of the Lifesaving Manager

Responsibilities and duties:

1. Responsible for coordinating all functions associated with the provision of lifesaving training services.
 2. Maintain current knowledge of award requirements and up-to-date training techniques. 3.
- Responsible for organising lifesaving award training.
4. Ensure that the club has sufficient qualified members to offer an efficient lifesaving patrol service.
 5. Encourage all members to gain lifesaving skills and obtain further awards.
 6. Responsible for providing updates on membership qualifications to the Lifesaving Operations Manager.
 7. Responsible for reporting at each committee meeting on area of management and submitting a written report.
 8. Submit a report for the annual report on area of management prior to the AGM. 9. Abide by the Club's Constitution and Statement of Purpose/ Articles of Association at all times.
 10. Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
 11. Liaising with all club officers on a regular basis.

Knowledge and skills required:

- Communicates effectively
- Organises and delegates tasks
- Has a full understanding of award and training requirements
- Is able to allocate regular time periods to maintain and develop training and development programs

The estimated time commitment required as the Chief Instructor is eight hours per week. The Chief Instructor is elected for a two year term, election is in the years ending in an odd number.



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Junior Operations Coordinator (Nippers)

Junior Operations Coordinator Role:

The Junior Operations Coordinator will develop and coordinate all nipper training for the club and such activities will be provided in an inclusive manner. They are responsible to associations and the Board of Management.

Meetings to attend:

- Board of Management meetings
- Life Saving Victoria
- Membership and Leadership Development (M&LD) Council meetings – in the absence of the Membership Development Coordinator

Responsibilities and duties:

1. To deliver an aquatic/ marine education program that will facilitate the transition of junior members into advanced lifesaving and competition activities.
2. To conduct training sessions for nippers with an awareness of their skill levels, prevailing weather conditions and achievable outcomes in a safe and welcoming environment.
3. Responsible for reviewing and implementing directives/ policies for junior/ youth development provided by LSV and its affiliated parent bodies.
4. Appoint and assist Age Group Managers to conduct nipper training.
5. Liaise with the Operations Manager regarding Nipper Programs and Water Safety compliance.
6. Liaising with all club officers on a regular basis.
7. Submit a report for the annual report on area of management prior to the AGM.
8. Responsible for reporting at each committee meeting on area of management and submitting a written report.
9. Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
10. Abide by the Club's Constitution and Statement of Purpose/Articles of the Association at all times.

Knowledge and skills required:

- Has a clear understanding and commitment to the principles of junior and youth participation in lifesaving
- Is able to allocate regular time periods for the preparation and delivery of training



Time required as the Junior Operations Coordinator is four to five hours per week, excluding attendance at Board of Management meetings. The Junior Operations Coordinator is appointed for a two-year term, election is in the years ending in an odd number.

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Sponsorship and Grants Coordinator

Sponsorship and Grants Coordinator Role:

The Sponsorship and Grants Coordinator will develop and manage all club sponsorship and grant applications. They are responsible to associations and the Board of Management.

Meetings required to attend:

- Board of Management meetings

Responsibilities and duties:

1. Responsible for the planning and production of a sponsorship package.
2. Actively seek and promote new club sponsors for both general and special events.
3. Service and maintain existing sponsorship arrangements.
4. Responsible for the writing and submission of grant applications, in conjunction with other members of the Board of Management.
5. Responsible for submitting a written account covering all conditions associated with each sponsorship gained to the Board of Management within two weeks of the sponsorship agreement being signed.
6. Ensure that all necessary sponsorship agreement conditions are complied with.
7. Responsible for reporting at each committee meeting on area of management and submitting a written report.
8. Submit a report for the annual report on area of management prior to the AGM.
9. Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
10. Abide by the Club's Constitution and Statement of Purpose/ Articles of the Association at all times.

Knowledge and skills required:

- Possesses good communication and negotiating skills
- Possesses graphic design and/ or word processing skills
- Has the ability to organise and delegate tasks
- Is able to allocate time periods for the development, preparation and servicing of sponsorship agreements



Estimated time commitment required as the Sponsorship & Grants Coordinator is three - four hours per week. The appointed for a two-year term, election is in the years ending in an even number.

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Social and Fundraising Coordinator

Social and Fundraising Coordinator Role:

The Social and Fundraising Coordinator will develop and manage all club social and fundraising events. They are responsible to associations and the Board of Management.

Meetings required to attend:

- Board of Management meetings

Responsibilities and duties:

1. Responsible for the planning and running of club social events.
2. Actively seek and promote fundraising opportunities.
3. Ensure that all necessary sponsorship agreement conditions are complied with.
4. Responsible for reporting at each committee meeting on area of management and submitting a written report.
5. Submit a report for the annual report on area of management prior to the AGM.
6. Attend and ensure committee/Board meetings are held and conducted in accordance with the Clubs constitution.
7. Abide by the Club's Constitution and Statement of Purpose/Articles of the Association at all times.

Knowledge and skills required:

- Possesses good communication and negotiating skills
- Possesses graphic design and/or word processing skills
- Has the ability to organise and delegate tasks
- Is able to allocate time periods for the development, preparation and servicing of sponsorship agreements

The estimated time commitment required as the Social and Fundraising Coordinator is three - four hours per week. The Social and Fundraising Coordinator is appointed for a two-year term, election is in an odd number.



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General Committee Member

General Committee Member's Role:

The General Committee members will assist members of the Board of Management as required with the running of their set portfolios. Temporary portfolios may be allocated to General Committee members as/ if required. They are responsible to associations and the Board of Management.

Meetings required to attend:

- Board of Management meetings

Responsibilities and duties:

1. Responsible for reporting at each committee meeting on area of management and submitting a written report.
2. Submit a report for the annual report on area of management prior to the AGM.
3. Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
4. Abide by the Club's Constitution and Statement of Purpose/Articles of the Association at all times.

Knowledge and skills required:

- Possesses good communication and negotiating skills
- Possesses graphic design and/ or word processing skills
- Has the ability to organise and delegate tasks
- Is able to allocate time periods for the development, preparation and servicing of sponsorship agreements

The estimated time commitment required for the General Committee Members is two hours per week, depending on any allocated portfolios. The General Committee is appointed for two-year terms, with one elected in years ending in an even number, and the other in an odd number.