



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

Accountabilities:

Key Responsibilities

- Understand and fulfill the legislative, legal and compliance responsibilities of the Club
- Take overall responsibility for the administrative outcomes of the club

Policies, Procedures and Knowledge

- Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by laws, position descriptions, subcommittee terms of reference etc.
- Ensure key documents with regulatory bodies are maintained, including; insurance, vehicle registration, leases, liquor license, service contracts etc.
- Ensure that all committee members update their position descriptions and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming committee and oversee the membership pre-season induction.
- To be the signatory (with other nominated committee/ board members – as required) on club bank accounts.
- Abide by the Club's Constitution and Statement of Purpose/ Objects of the Association at all times.

Governance

The Administration Officer will also act as the "public officer" of the club so is the clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment and annually all Board of Management signatories
- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.

Meetings, communication and key relationships

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people.
- Chairing committee/board meeting in the absence of the President/Vice President (if required).

Administration Officer Position Description (continued)

- Prepare and circulate according to the Club Rules, the notice convening the Annual General Meeting and any General Meeting, ensuring all eligible members are notified.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.
- Maintain the minutes of club committee and general meetings, ensuring the minutes of each meeting are signed-off by the President confirming they are a true and correct reflection of the meeting
- Submit a report for the annual report on area of management prior to the AGM.

Essential skills and requirements:

- Communicates effectively, both written and verbally
- Capability of extracting salient action points during meetings to document actions
- Attention to detail and competent at developing and adhering to timelines and procedures
- Have a current working with children's check
- Maintain a policy of loyalty to the Club and it's activities whilst maintaining confidentiality and respect towards members

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



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 (LSV) 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 managers, rescue equipment officer, first aid officer, radio officer and IRB officer and water safety for club events. Where these positions are unable to be filled, the Lifesaving Operations 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

The estimated time commitment required as the lifesaving operations manager is eight - ten hours per week. The lifesaving services manager/club captain is appointed for a two-year term election in the years ending in an even number.



Membership Engagement Manager

Membership Engagement Manager Role:

The Membership Engagement Manager is responsible for liaison with membership at all levels to identify areas of opportunity to increase participation and enjoyment for club members. To ensure the club environment for members is safe, welcoming and inclusive.

Meetings to attend:

- Board of Management meetings
- Sub Committee meetings (social events, youth development and training team)
- Life Saving Victoria (LSV) Membership and Leadership Development (M&LD) meetings

Responsibilities:

- Connecting with the membership to increase active participation, assist with retention and development of all club members.
- Sharing with the membership opportunities for club involvement (social, active, volunteering, lifesaving awards or other).
- Identifying and encouraging participation in volunteer training opportunities and LSV leadership and development programs.
- Annual production and distribution of membership engagement survey, in conjunction with ongoing member canvassing.
- Provide reports, data and information to the executive to enable effective decision making.
- Collaborating with Junior Activities Coordinator to identify inter-club activities.
- Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
- Responsible for reporting at each committee meeting on area of management and submitting a written report.
- Submit a report for the annual report on area of management prior to the AGM.
- Provide support and guidance for managers (eg Age Managers, Patrol Captains), including appropriate member protection inline with SLSA policy
- Ensure the general procedure and operations of any subcommittee(s) and reporting lines are consistent with Clubs constitution and/or by law
- Actively promote membership and in conjunction with the Board of Management, review and develop plans and policy to ensure the ongoing recruitment, engagement, development and growth of the clubs membership.

Knowledge and skills required:

- Ability to influence others through leadership, written and oral communication and interpersonal skills
- Excellent people management and relationship management skills
- Enthusiastic and well organised.
- Has a working knowledge and understanding of all club roles and LSV training and awards
- Is aware of future direction and plans within lifesaving and the club more broadly.
- Have a current Working With Children's Check
- Maintain a policy of loyalty to the Club and it's activities whilst maintaining confidentiality and respect towards members

The estimated time commitment required as the Membership Engagement Manager is two-four hours per week. The Membership Engagement Manager is appointed for a two-year term, election is in the years ending in an odd number.



Building and Facilities Coordinator

Building and Facilities Coordinator's Role:

The Building and Facilities Coordinator has responsibility for coordinating the maintenance, upkeep and improvements of the clubhouse in line with the Board of Management and associations advice and direction, so that SLSC can optimise usage of the current facility.

Meetings required to attend:

- Board of Management meetings
- Contractor and Council briefings as required (on-site, virtually or by phone as required)

Responsibilities and duties:

- Coordination and participation (where possible) of working bees (2 per year)
- Coordinate site contractors (including but not limited to providing site access, overseeing execution of works, sourcing job quotes, problem solving or escalating priority issues)
- Project planning and management of any clubhouse related works
- Ensure that the OH&S standards are maintained.
- Provide suggestions on areas of clubhouse enhancements and improvements to the Board of Management to optimise the facility functionality.
- Responsible for reporting at each committee meeting on area of coordination and submitting a written report.
- Submit a report for the annual report on area of coordination prior to the AGM.
- Attend and ensure committee/ board meetings are held and conducted in accordance with the club's constitution.
- Abide by the Club's Constitution and Statement of Purpose/Articles of the Association at all times.

Knowledge and skills required:

- Project Management experience
- Possesses good communication and negotiating skills
- Knowledge or experience within the Building/Construction/Planning industry is advantageous
- Has the ability to organise and delegate tasks
- Is able to allocate time for the development, preparation and execution of clubhouse works and related activities.

The estimated time commitment required for the Building and Facilities Coordinator is two hours per week, would vary throughout the calendar year, depending on any allocated projects. Many of the projects may fall outside of the patrolling season. The Building and Facilities Coordinator role is appointed for a two-year term, elected in years ending in an even number.