



Sandringham Life Saving Club Position Descriptions

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President

Purpose statement

The club president is the principal leader of the club and is responsible for overseeing and facilitating all areas of operation. The president represents the voice of members at appropriate forums.

Role and responsibilities

- Act as the principal leader with overall responsibility for the Club's administration
- Responsible for Club planning, including succession and business planning
- Act as a facilitator for Club activities and represents the voice of members at appropriate forums
- Represent the Club at local, regional, state and national levels
- Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- Ensure financial, social and structural viability of the Club is established and maintained
- Engage sponsors and supporters
- Submit regular reports to the Club
- Facilitate and chair meetings, including committee, executive and annual general meeting
- Identify and communicate to members opportunities available at Club, state and national levels
- Source legal and insurance services for the club, via Life Saving Victoria (LSV).
- Set the overall Board Agenda and help the Board prioritise its goals and ensure office bearers work within this framework
- Induct and support club membership team members into their position and support them in their role
- Be the signatory (with other nominated committee/Board members as required) on club bank accounts.
- Review and implement any directives/policies provided by LSV and its national body.
- Ensure all rules and regulations of the Club are upheld
- Ensure all Club activities are carried out within the laws of Victoria

Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules



Essential skills

- High degree of leadership and business management skills
- Clear communication skills
- Ability to seek assistance and support when required
- Ability to work in a high-pressure environment
- Ability to work within a team and delegate tasks appropriately to meet timeline
- High problem-solving skills
- Understanding of financial reporting obligations

Essential Knowledge

- Good working knowledge of the constitution, rules and duties of all club office holders and sub-committees
- Knowledge of SLSC club, LSV state and SLSA national strategic and business plans
- Knowledge of Life Saving organisational governance

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



Vice-President

Purpose statement

The Vice President shall assist the President in the discharge of their duties, and in the absence of the President shall have like powers and authority.

Role and responsibilities

- Designated to be 'second' in charge in overall club operation.
- Responsible for Chairing committee/ board meeting in the absence of the President (if required or as requested)
- 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.
- Take on portfolios as determined by the Board of Management.

Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules

Essential skills

- High degree of leadership and business management skills
- Clear communication skills
- Ability to seek assistance and support when required
- Ability to work in a high-pressure environment
- Ability to work within a team and delegate tasks appropriately to meet timeline
- High problem-solving skills
- Understanding of financial reporting obligations

Essential Knowledge



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- Good working knowledge of the constitution, rules and duties of all club office holders and sub-committees
- Knowledge of SLSC club, LSV state and SLSA national strategic and business plans
- Knowledge of Life Saving organisational governance

Meetings required to attend

- Board of Management meetings
- Life Saving Victoria Council of Lifesaving Club (CLC) meetings (delegated as required)
- Life Saving Victoria Membership & Leadership Development Council (M&LD) meetings
- Meetings with Bayside Council and other stakeholders (as required)



Treasurer

Purpose statement

The treasurer/financial manager has the overall responsibility for the financial management and reporting of club finances.

Role and responsibilities

- Ensure money is received, banked and receipted appropriately.
- Maintain the clubs accounting records through the dedicated accounting software
- Monitor the actual v budget results on a monthly basis
- Prepare and present regular accounts for approval and payment by the committee/ board of management.
- Prepare budgets for the forthcoming year, in consultation with the committee/ board of management.
- Prepare annual financial accounts for auditing and provide the club's auditor with information as required.
- 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 statements to be presented to the members at the annual general meeting together with the annual report.
- 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.
- To be the signatory (with other nominated committee/ board members) on club bank accounts.
- Prepare a schedule of assets and liabilities of the club when required.
- 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.
- Manage club investment programs where applicable.
- Liaising with all club officers on a regular basis.
- Submit regular reports to the Club Executive Committee
- Accept the position of Public Officer / Secretary (where determined by the committee / board).

Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules



Essential skills

- High degree of leadership and business management skills
- Clear communication skills
- Ability to seek assistance and support when required
- Ability to work in a high-pressure environment
- Ability to work within a team and delegate tasks appropriately to meet timeline
- High problem-solving skills

Essential Knowledge

- Clear understanding of financial reporting obligations
- Knowledge of and/or awareness of state and federal tax legislative requirements
- Awareness of information and financial requirements for the annual audit
- Knowledge of SLSC club, LSV state and SLSA national strategic and business plans
- Knowledge of SLS organisational governance constitutions, regulations, policies, guidelines and procedures
- Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation.
- Understanding of the need for proper controls and governance over club finances i.e.

Meetings required to attend

- Board of Management meetings
- Executive Committee meetings



Secretary/Admin Officer

Purpose statement

The secretary/administration officer has overall responsibility for the club's administration services.

Role and responsibilities

- Understand and fulfill the legislative, legal and compliance responsibilities of the Club
- Take overall responsibility for the administrative outcomes of the club
- 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, 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 as required
- Co-ordinate the induction training for the incoming committee and oversee the membership pre-season induction.
- Liaising with all club officers on a regular basis.
- Signatory (with other nominated committee/ board members – as required) on club bank accounts.

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).
- 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.



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- Ensuring the minutes of each meeting are signed-off by the Committee 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.

Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules

Essential skills

- 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

Essential Knowledge

- Knowledge of local, state and national policies, guidelines and standard operating procedures
- Knowledge of SLSC club, LSV state and SLSA national strategic and business plans
- Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation.
- Knowledge of SLS organisational governance constitutions, regulations, policies, guidelines and procedures
- Understanding of responsibilities around confidentiality including its limitations.
- Understanding of the need for proper controls and governance over club administration i.e.

Meetings required to attend (required?)

- Board of Management meetings
- Executive Committee meetings



Chief Instructor

Purpose statement

To ensure that Club education meets local lifesaving needs, is of a high and consistent standard and is compliant with Life Saving Victoria/ Surf Life Saving Australia / RTO policies and procedures.

Role and responsibilities

- Responsible for coordinating all functions associated with the provision of lifesaving training services.
- Maintain current knowledge of award requirements and up-to-date training techniques.
- Ensure that the Club Education structure meets the needs of the Club.
- Responsible for organising lifesaving award training.
- Develop and co-ordinate the Club Education Calendar in consultation with the Club Captain to ensure that the club has sufficient qualified members to offer an efficient lifesaving patrol service.
- Identify members with the potential to take on the Chief Instructor Officer role in the future and provide them with experiences to help build their knowledge, skills and confidence
- Encourage all members to gain lifesaving skills and obtain further awards.
- Responsible for providing updates on membership qualifications to the Lifesaving Operations Manager.
- Responsible for reporting at each committee meeting on area of management and submitting a written report.
- Stop any training or assessment activity that is unsafe, or is in breach of any policies and processes. Manage these situations accordingly.
- Submit a report for the annual report on area of management prior to the AGM.
- Liaising with all club officers on a regular basis.
- Submit regular reports to the Club Executive Committee

Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules
- Relevant minimum qualifications outlined in current LSV Education Standard Operating Procedures.

Essential skills



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- Excellent communication and interpersonal skills
- Ability to manage adults effectively and to provide them with leadership
- Ability to work as part of a team
- An understanding of the needs of adult volunteers (Essential)
- Submit regular reports to the Club Executive Committee

Essential Knowledge

- Knowledge of training and education related policies, guidelines and procedures available
- Self-awareness in relation to their level of competency and any limitations.
- Understanding of reporting requirements of sensitive information in adherence with privacy legislation.
- Understanding of responsibilities around confidentiality including its limitations.
- Understanding of the Australian Skills Quality Authority, training packaging requirements, AVETMISS and experience with government funded programs

Desirable

- Certificate IV or Diploma in Training and Assessment
- Has a minimum Bronze Medallion Certificate

Meetings required to attend

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



Junior Activities Coordinator

Purpose statement

The Junior Operations Coordinator will develop and coordinate all nipper training for the club and such activities will be provided in an inclusive manner.

Role and responsibilities

- Deliver an aquatic/ marine education program in line with LSV protocol that will facilitate the transition of junior members into advanced lifesaving and competition activities.
- Conduct training sessions for nippers with an awareness of their skill levels, prevailing weather conditions and achievable outcomes in a safe and welcoming environment.
- Reviewing and implementing directives/ policies for junior/ youth development provided by LSV and its affiliated parent bodies.
- Appoint and providing advice, direction and coordination for Age Managers
- Set the agenda for each season's activities
- Coordinate with other areas of the club to deliver junior activities eg education and training team, coaches and surf sports, water safety team members
- Ensure all club documentation is completed, and submit reports to the LSV
- Be aware of club sponsorship policies and club constitution
- Be aware of and implement safeguarding practices within the club and with club members
- Liaise with the Operations Manager regarding Nipper Programs and Water Safety compliance.
- Submit regular reports to the Club Executive Committee

Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules
- Completed SLSVIC Junior Activity Chair Training course
- Completed SLSVIC Age Manager course

Essential skills



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- Ability to seek assistance and support when required
- Ability to work as part of a team
- Capacity to negotiate and resolve issues with a range of people
- Excellent communication and interpersonal skills

Essential Knowledge

- Has a clear understanding and commitment to the principles of junior and youth participation in lifesaving
- Knowledge of child development, and child behaviour
- Knowledge of local beach and surroundings
- Understanding of Safeguarding practices and member protection

Meetings required to attend

- Board of Management meetings
- Membership and Leadership Development (M&LD) Council meetings – in the absence of the Vice President
- AGM



Lifesaving Operations Manager (Club Captain)

Purpose statement

The Lifesaving Operations Manager has overall responsibility for the club's lifesaving services.

Role and responsibilities

- 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.
- Responsible for reviewing and implementing any directives/policies provided by the parent body (LSV).
- Responsible for communicating with local authorities on patrol operations.
- 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.
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc)
- Keep a record of member re-qualifications each season - SurfGuard
- Develop and maintain the Club's POM
- Ongoing management or service deliver standards and issue resolution
- Work with Chief Instructor to address training requirements and deficiencies
- Liaising with all club officers on a regular basis.
- Submit regular reports to the Club Executive Committee
- Submit an annual report on area of management prior to the AGM.
- To be the signatory (with other nominated committee/Board members – as required) on club bank accounts.

Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules
- Has a minimum Bronze Medallion Certificate



Essential skills

- High level problem solving skills
- Ability to work as part of a team and delegate tasks appropriately
- Excellent communication and interpersonal skills

Essential Knowledge

- Knowledge of local, state and national policies, guidelines and standard operating procedures
- Knowledge of SLS award structure
- Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation.
- Understanding of responsibilities around confidentiality including its limitations.
- Awareness of work, health and safety requirements

Meetings required to attend

- Board of Management meetings
- Life Saving Victoria (LSV) Life Saving Operations Council (LSOC) meetings
- AGM



Membership Engagement Manager

Purpose statement

The Member Engagement Manager has responsibility to connect with and build the club's member engagement.

Role and responsibilities

- Connect with the membership to increase active participation and assist with retention and development of all club members.
- Lead a team of volunteer 'Team Managers' from across the club to increase member participation and engagement
- Identify/develop a transparent roster system that allows members to fill volunteer roles
- Share opportunities for club involvement with members (social, active, volunteering, lifesaving awards or other).
- Identify and encourage 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.
- 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.

Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules



Essential skills

- Ability to manage adults effectively and to provide them with leadership
- Excellent communication and interpersonal skills, experienced and skilled at managing diverse stakeholders
- Team player, able to lead volunteers and manage committees and working groups

Essential Knowledge

- Working knowledge and understanding of all club roles and LSV training and awards
- Awareness of future direction and plans within lifesaving and the club more broadly.
- Knowledge of, or willingness to learn StackTeamApp to manage member communications

Meetings required to attend

- Board of Management meetings
- Attendance and facilitation of sub-committee meetings as required
- AGM



Grants Officer

Purpose statement

The Grants Officer Coordinator will research and apply for available grants.

Role and responsibilities

- Understand the club's priorities and develop a list of short, medium, and longer-term funding needs or areas of development.
- Liaise with Surf Life Saving Australia Grant Seeking Unit (SLSA GSU) to identify potential grant opportunities and work with the GSU to prepare suitable submissions.
- Develop a network of contacts within local, state and federal government departments and other non-government bodies to maximise knowledge of available grants and their applicable guidelines and eligibility criteria.
- Coordinate and/or develop timely and high quality grant and funding applications.
- Monitor the outcome of grant applications by establishing an appropriate database for monthly reporting.
- Prepare and maintain a calendar of critical dates and key milestones.
- Report progress to funding bodies and ensure that grants are acquitted in a timely manner.
- Submit regular reports to the Club Board of Management.
- Submit a report for the annual report on area of management prior to the AGM.

Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules



Essential skills

- Excellent written communication skills
- Able to effectively negotiate and advocate for club priorities during funding negotiation and acquittal processes
- Ability to organise and delegate tasks
- Ability to maintain and update ongoing grant application, funding, and acquittal schedules

Essential Knowledge

- Working knowledge and understanding of all club strategy and priorities
- Awareness of future direction and plans within lifesaving and the club more broadly

Meetings required to attend

- Board of Management meetings
- AGM



Strategic Projects Lead

Purpose statement

This position has been created to provide board representation and leadership for the delivery of projects determined as a priority by the Club Board of Management.

The Strategic Projects Lead provides professional project management and analytical expertise in support of all phases of the assigned projects including development, planning, execution, and evaluation as well as leading, motivating and supporting fellow sub-committee members to achieve goals and deliverables.

Role and responsibilities

The basic roles and duties include leading and executing club projects, including research, management, and timely completion. The Strategic Projects Lead is responsible for providing support to (and leading) agreed working groups or sub-committees within the club. It is envisaged that this role will have overall project management responsibility for the future clubhouse new build.

- Based on the SLSC's Strategic Plan, develop a list of short, medium and longer-term projects
- Liaise with club stakeholders to develop a working group or sub-committee (as required)
- Develop project implementation plan(s) (as required)
- Provide oversight of all phases of priority project(s)
- Attend and report to the Board monthly or at other times as required on status of priority projects
- Liaise with internal or external stakeholders, representing the club position
- Present to the Club membership at forums or other gatherings and be involved in consultation with club membership in respect of the project(s).
- Provide direction to any working party on purpose and operations and coordinate and manage conflicts of any proposals.
- Provide input into progress reports and relevant grant acquittals to funding bodies
- Submit a report for the annual report on area of management prior to the AGM



Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules

Essential skills

- Experience as a project manager/lead, ideally in community building projects
- Experience in managing and leading project teams, able to manage critical timelines and key milestones, adopting effective risk management strategies
- Excellent communication skills, experienced and skilled at managing diverse stakeholders
- Team player, able to lead and manage committees and working groups
- Able to understand and manage complex issues and problems, develop and implement innovative solutions

Essential Knowledge

- Working knowledge and understanding of all club strategy and priorities
- Awareness of future direction and plans within lifesaving and the club more broadly.
- Prior exposure to (or willingness to learn about) club activities, services, operations and needs

Meetings required to attend

- Board of Management meetings
- Facilitation and attendance of Sub-Committee meetings
- AGM



Community Engagement Officer

Purpose statement

The Community Engagement Officer has responsibility to enhance the club's community engagement & partnerships within the local Bayside community.

Role and responsibilities

- Development of community engagement strategy
- Enhance the club's community engagement within Bayside community
- Engage locals groups & partners to ensure/improve awareness & presence of the club in the community
- Management of relationships with local business & community groups
- Involvement with developing swimming element of SLSC operations
- May identify sponsorship opportunities from the commercial business sector

Role Entry requirements

- Current, financial membership of the Club
- Working with Children Check
- SLSA Child Safe Training modules

Essential skills

- Excellent communication and interpersonal skills
- Initiative and self-directed with excellent organisational skills

Essential Knowledge

- 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.

Meetings required to attend

- Board of Management meetings
- AGM



Membership Officer (paid position) - non board role

Purpose statement

The Membership Officer is responsible for the administration relating to the processing of club memberships and the Silver Salties program.

Role and responsibilities

- Responsible for the timely processing of Club memberships as received.
 - Respond to membership enquiries and assist with new and re-enrolments.
 - Respond to community membership enquiries and process enrolments.
 - Upload Working With Children Checks onto Surfguard when letters from the Department of Justice are received.
 - Manage the Club's Nipper waitlist; liaising with the Junior Coordinators to ensure age groups are filled appropriately.
 - Assist with Nipper administration and communication as required by Junior (Nipper) coordinators.
 - Check financial membership and follow up payments and renewals of active members in a timely manner.
- Responsible for the administration of the Silver Salties program
 - Register new participants through Revolutionise
 - Maintain upcoming event registrations through Revolutionise
 - Reconcile weekly class payments and attendance
 - Liaise with Silver Salties instructors regarding scheduling
 - Provide support to Silver Salties members regarding registration and payment issues
 - Provide support for marketing and outreach efforts for the Silver Salties program
- Ensure that each member complies with the member protection policies in accordance with Life Saving Victoria.
- Send club emails through Surfguard as directed by the Club Board of Management.
- Attend board meetings and assist the executive committee as necessary.
- Respond to clubhouse booking enquiries; coordinate event and clubhouse bookings.
 - Update club booking calendar.
 - Distribute clubhouse rental application forms, maintain rental and key access register, check rental agreement and ensure all parties booking are full members and compliant with insurance and council terms & conditions and have Board approval.
- Order/pay for items as directed by the Board if needed.
- Respond to general Club enquiries via email and phone.
- Upload completed Patrol Logs onto Surfguard for LSV admin grant.
- Ad Hoc administration tasks as requested by the President or Committee.
- Responsible for reporting at each committee meeting on area of management and submitting a written report.
- Maintain confidentiality.
- Keep a log of hours worked and submit invoices monthly.
- Abide by the Club's Constitution and Statement of Purpose/ Objects of the Association at all times.



Role Entry requirements

- Working with Children Check
- SLSA Child Safe Training modules

Essential skills

- Demonstrates strong interpersonal skills with an ability to build rapport.
- Excellent written and verbal communication skills.
- Possesses strong planning and organisational skills.
- Ability to work unsupervised from own home or office and as part of a collaborative team of volunteers.
- Flexible with hours and able to demonstrate an ability to adjust the workload as the seasons' demands alter.
- Capacity to maintain regular and ongoing contact with Club Administration Officer and Directors.
- Proven technology skills including Microsoft Office/Website/Facebook/Google Drive/Dropbox/Surfguard etc.
- A flexible approach to the role is expected and appreciated as tasks may arise from time to time without warning.

Meetings required to attend

- Board of Management meetings
- AGM